



CLASS III TO CLASS V

Dear Parent,
Greetings!

A hearty welcome to one and all! On the outset of the new academic session 2015-16, we are once again looking forward to your kind co-operation as we stride along. The following are some points which merit your attention.

1. **School Timings:**

- The school timing for the students of classes III to V is from 9.00 a.m. to 1.50 p.m. (Mon – Fri)
- On 1st and 3rd Saturdays, the school timing for the students of class V is from 7.50 a.m. to 12.05 p.m.
- All Saturdays are holidays for the students of Classes III and IV.

2. **Curriculum:** For the academic follow up, please refer to the **Annual Curriculum**.

3. **Circulars:** Please acknowledge the receipt of circulars in the almanac page 'Record of Circulars' & 'Record of Circulars given from the Administrative Office'.

4. **Transport:** Please ensure that your ward boards the buses allotted to him/her during the first week of the session. Hereafter your ward will not be permitted to board any other route buses unless there is a change in your address and the school receives a written communication.

5. The school may not observe a holiday on all 'Bandhs' announced by various parties. However if we decide to run the school, the buses will ply on all scheduled routes. In case the school observes a holiday on 'Bandh Day', the school will function on the next second/fourth or fifth Saturday of the month where students are expected to follow the routine of the missed day. This should be followed without any further notification. However parents are still required to get in touch with the driver/handyman of their respective route through the mobile phone number of the bus.

6. The school tries to send notifications of urgent and unexpected contingencies through group SMS. It is expected that parents provide the mobile numbers to the school that are accessible all the time.

Identity Card: For security reasons the students are given two I cards. One for them to wear in the school and the other for the escort person to carry it along when they come to drop / pick up their ward from the allotted bus stop/school gate. It is mandatory for students to wear the card right from boarding the school buses/private vehicle till they are received by the guardian.

8. **Almanac:**

- Almanac needs to be brought to school everyday. Please fill up the page "**PERSONAL MEMORANDA**" in the almanac and affix a recent passport size coloured photograph.
- Refer to the almanac for **PTM dates and activities** round the year.
- Parents need to go through the almanac everyday and put their initials in the space provided.
- Fees: The school fees may be deposited at ANY BRANCH OF SBI. Please go through the revised late fine fee structure which is printed on the fee booklet

9. **Communication with the teachers:**

- Parents to kindly communicate with the teachers through the almanac as and when required.
- To meet the teachers, refer to the timings given in the school almanac.
- Parents are requested not to call up the teachers during school hours in their cell phones. Calls may be made within 7.00 pm to 8.00 pm. For emergency during school hours, kindly call up the School Front Office.
- On days when there is any change from your side related to departure of your ward from school, do notify the class teacher through the almanac in advance.

J. **Attendance and Leaves:**

- Students coming by private vehicle will be marked 'Late Arrival' if they report late to school.
- A student who reports to school every day, but has been marked 'Late Arrival' or avails early departure will not be eligible for 100% attendance.
- Your ward needs to provide a leave application stating the reason of absence on the day he/she reports to school after an absence. It needs to be supported with an almanac note in the page 'Record of Absence'. A medical certificate needs to be attached along with leave application during medical leaves. This applies to leaves taken during the Weekly and Unit Tests also.
- Parents need to follow up with the pending work whenever their ward remains absent.
- No re-tests will be conducted for students who remain absent during Weekly Tests and Unit Test.

11. **Uniform:**

- Students need to come in proper, neat and clean school uniform every day.
- Students to come in House T-shirts and school track pants on the days they have sports and swimming.

12. **Library books:**

- Students will be issued books from the school library during their library period. Parents to guide their ward and see that the books are read by the students, are well maintained and returned on or before due date to avoid any inconvenience.

13. **Miscellaneous:**

- Kindly label all items like swimming kit, keyboards, violin etc to avoid inconvenience.
- Soft drinks and chips are not to be given as lunch pack.
- Kindly do not send birthday cakes and return gifts during your child's birthday.
- Sending gifts or bouquets to teachers is strictly prohibited.