

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 Class PG I to Class II is from 7.50 a.m. to 11.40 a.m. (Mon – Fri) and all Saturday's are holidays.

2. **Curriculum:** For academic follow up, please refer to the **Annual Curriculum** which will be provided to you by the month of April 2015.

- The students will be assessed purely on the basis of Continuous Comprehensive Evaluation (CCE) that will be held round the year through different modes of assessment (oral, written or project work). Please refer to the Assessment Schedule and syllabus for Classes I and II in the Annual Curriculum. The assessment dates have been given in the school almanac as well.

3. **Circulars:** Please acknowledge receipt with initials 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. Thereafter, he/she 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. **Bandhs:** 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. **SMS:** The school tries to send notifications on 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

7. **Identity Card:** For security reasons the students are given two ID 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 ID card right from boarding the school bus/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 colour photograph.
- Refer to school 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.

9. **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.

10. **Communication with 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 if any, may be made between 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.

11. **Attendance and Leave:**

- 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 leave. This applies to leave taken during the Assessments too.
- 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 Assessments.

12. **Uniform:**

- Students need to come in proper, neat and clean school uniform every day.
- The coloured T-Shirt provided by the school needs to be worn during outings, summer camp, swimming gala, sports day and other days as and when notified by the school.
- Students to wear full summer uniform to school till further notification.
- Students to bring their apron during Art and Craft classes.
- **Students are to come in their school uniform during their birthdays. Kindly do not send birthday cakes and return gifts on your child's birthday.**

13. **Miscellaneous:**

- All your ward's belongings are to be labeled /marked to avoid inconvenience. Kindly tag the uniform and swimming costumes as well.
- On days of trips/outings, students to carry their almanac, lunch box and water bottle in their properly labeled school bag. Junk items like Chips, kurkure, fizzy drinks, etc are not allowed.
- Students necessarily need to bring the napkin along with their lunch box.
- Sending gifts or bouquets to teachers is neither permissible nor recommended.

With sincere regards