



Dear Parent,
Greetings!

A hearty welcome to the new academic session! On the outset 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). Students are expected to arrive by 8.55 am. On 1st and 3rd Saturdays, the school timing for the students of class V is from 7.50 a.m. to 12.10 p.m.
- All Saturdays are holidays for students of Classes III & IV. Class V shall be working on 1st and 3rd Saturdays.
- The school gates will close sharp at 9.00 am Mon to Fri; and at 7.50 am on Saturdays and thereafter students shall not be allowed to enter the campus under any circumstances.

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

3. **Circulars:** Acknowledge receipt of circulars in the almanac page 'Record of Circulars' on pg no 38/39 & 'Record of Circulars Given from the Administrative Office on pg no 32/33.

4. **Transport:** 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 during a 'Bandh', 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. The school tries to send notifications of such contingencies through group SMS, hence please ensure that you do not opt for DND (do not disturb) option from the mobile company. 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. **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.

7. **School Fee:** Refer cover pages of fee booklet and pg nos 166 to 168 of almanac for payment of school fee. No reminder shall be given for fee payment. Request for exemption of late fine after scheduled dates shall not be entertained in any case.

8. **Medical Information:** Medical record of any chronic ailment and the first aid that your ward may require in school during any contingency should be furnished to the respective class teachers.

9. **Almanac:**

- Almanac needs to be brought to the school everyday. Please fill up the page "**PERSONAL MEMORANDA**" on pg no 1 in the almanac and affix a recent passport size coloured photograph.
- Refer to the almanac for PTM dates and activities, examination and holiday schedule. Attendance of parent during PTMs is mandatory.
- Parents need to go through the almanac everyday and put their initials in the space provided.
- Students must carry almanac to the infirmary.

10. **Communication with the teachers:**

- Parents to provide a working/ latest mobile numbers to the class teacher to communicate. However we appreciate communication 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 between 7.00 pm to 8.00 pm. For emergency during school hours, kindly call up the School Front Office at 7086055501/02/03.
- 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.

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