

**CIRCULAR**  
**(Class I – Afternoon Session)**

Dear Parents,

**Greetings of the Day!**

We take great pleasure in extending to you all a warm welcome to the new academic session 2015- 16. Please spend some time to read the following circular which has important information to ensure the safety and happiness of your child in the school.

1. Please do not send very big trolley bag for your ward.
2. When the books are sent home, please sign and return it on the next working day.

**Stationery Requirements**

1 file, 3 sharpened pencils, 1 eraser, 1 ruler, 1 sharpener ,1 glue stick, scissor (only paper cutting scissor) and 1 set(12 colour) of staedtler colouring pencils daily in a pouch. Kindly inscribe/write the name of the child on all his/her belongings.

**Arrival**

The students are expected latest by 1.10pm. There is a flexible arrival time between 12.45pm and 1.15pm. Because of our other duties we are unable to accept responsibility for children until that time.

**Afternoon Collection**

Dispersal of class I will be at 5.20 pm.

Please note that the school does not provide any “Stay-back Facilities” after 5.30 pm.

It is imperative for the class I students to be picked up by the parents latest by 5.30 pm by the parent or the entrusted/authorized driver.

**Contacting the School**

If you have any concerns regarding your ward you are free to convey to the Section Coordinator, Mrs. Sheeja Philip through email. (email id : [sheejaphilip26@gmail.com](mailto:sheejaphilip26@gmail.com)) or meet her between 12.15 pm – 1.00 pm as per her availability. You could even meet the Principal / Vice Principal with prior appointment.

Parents who wish to meet the teachers are requested to contact them from 12.30 – 1 p.m on working days or through e-mail. No parent will be allowed to meet the teacher during the class hours.

**Sending Money:** There are times when you need to send money with your ward for purchase of books, field trips, picnics, purchase of photos etc. In such situations, please send the money (exact change) in an envelope with the child’s name.

**Uniform:** Parents should make sure that their wards wear proper uniform and come neatly dressed to school. White P.E uniform and white Shoes to be worn only on Physical Education (P.E.) days. Refer time table for specific days of P.E.

Girls with long hair must tie their hair. No gold jewellery and coloured hair bands are allowed. Fancy jewellery including anklets, long earrings, chain and watches are not permitted. Boys must wear belts which are black in colour with normal sized buckles.

**Snacks:** Please send a fresh napkin and a handkerchief everyday to school along with the snacks box and water bottle. Avoid sending glass bottles to school.

**Kindly note:**

- 1.If your child faces any problem, health or otherwise, you are advised to inform the class teacher.
- 2.Teach your child to say his/her father's name, driver's name and their contact number.
- 3.**Orientation:** Kindly attend the Counseling & Orientation\_for parents on Thursday, 14<sup>th</sup> May 2015 at 7 pm in the senior school auditorium to bridge the gap between the home and the school.
- 4.**Open day (Between parent and teacher):** All parents will be invited to school on June 6<sup>th</sup> 2015 to personally come and meet your child's teacher. The idea is to get familiarised with the teacher. We will appreciate if both the parents can make it for the meet. Your meeting details for 'Open day' will be sent across to you through the circular.
5. Kindly note that all circulars will be uploaded in the website for parents.

Your child's safety and well being is our primary concern. Please cooperate and make their school experience pleasant and lasting. Lets us make this year a promising one for all of us. Have an exciting year ahead!

Thanks & Regards,



Dr. Sridevi P. Thashnath  
Principal

*CC: VP (Primary), VP (Operations & ICT), Coordinators, Supervisor, Office File*