

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

Dear Parent,

Greetings of the Day!

We take great pleasure in extending you all a warm welcome to the new academic session 2016- 17. As your ward steps into yet another academic year it is important to ensure that he/she enjoys learning as much as we enjoy teaching. Please spend some time to read the following circular which has important information to ensure the safety and happiness of your ward at school.

The academic year begins on Monday, 25 April 2016 for Class I afternoon session. The regular working hours of classes for afternoon session are from 1.20 pm to 5.20 pm. The books can be collected on 25<sup>th</sup> April 2016 from the respective classes.

**Arrival**

Please do not leave your child unattended before 12.30 pm; because of our other duties we are unable to accept responsibility for children until that time. There is a flexible arrival time between 12.30 pm and 1.10 pm.

**Collection**

Dispersal of class I is at 5.20 pm.

Please note that the school does not provide any “Stay-back Facilities” after 5.30 pm. In case your child has to be picked up by an elder sibling or another adult please handover an authority letter to the Class teacher.

If you need to collect your child during the school hours, please report to the office first and fill in the release form kept with the receptionist. The child will be handed over to you at the foyer by a staff after obtaining permission from the Vice Principal.

**Contacting the School**

Parents who wish to meet the teachers are requested to contact them from 12.50 pm - 1.10 pm on working days or through e-mail. No parent will be allowed to meet the teacher during the class hours. You could even meet the Principal / Vice Principal with prior appointment.

**Books**

The children are advised to bring the following books, after filling up the details in the given column of the notebook & text books.

SUBJECT	KIND OF BOOKS	NUMBER
ENGLISH	Four Line	1
SECOND LANGUAGE	Double Line	1
EVS	Four Line	1
MATHS	Square Line	1
ROUGH WORK	Four Line	1

1. Extra notebooks should be retained at home carefully as they will be required later.

2. The following Text Books will be kept in the class at designated places:

- Mathematics Text book
- English Literature Reader
- Art gallery (part 1) Craft book
- Drawing Notebook
- Cursive writing book
- English Work book

3. Kindly note that the E.V.S. Text book must be brought to school only on Wednesdays and Thursdays.

4. Please do not send very big trolley bag for your ward.

5. When the books are sent home, please sign and return it on the next working day.

(P.T.O)

### **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.

### **UNIFORM**

1. It is compulsory for all the students to be in proper school uniform which is approved or provided by the school. The specifications of material and the pattern as mentioned in the Pupil's Diary are to be followed strictly.
2. Black shoes and white socks with regular school uniform will be worn by students on all the days, except on the days where PE periods are indicated in the time table.
3. The PE uniform will be white shirt, white short trousers and white shoes for boys and white shirt, white divided skirt and white shoes for girls respectively.
4. Students should not wear gold or expensive ornaments to school. The school will not be responsible for the loss of personal belongings of students. Only girls will be allowed to wear small studs in the ears.

### **RESPONSIBILITIES**

5. The students must be punctual to the school. Ensure that your ward reaches school latest by 1:10 pm and leaves school not later than 5:30 p.m as their timing is from 1:20 pm to 5:20 pm. Reaching school on time is an important aspect of self-discipline inculcated in school. Late arrival will be recorded in the diary. Please note that the school does not provide any "Stay-back Facilities". Hence your ward should be collected soon after dispersal either by you or the entrusted/authorized driver. Students must have valid reason and/or permission to be in school outside the normal working hours or on holidays.
6. Students must take initiative in getting their work completed if they miss a class due to any reason. The teachers would surely help them.
7. The evaluation dates are declared for the whole year in the diary. Adequate revision by the school is planned and will be given to all students. The students are expected to develop regular study habits and be prepared well ahead of the evaluation.
8. Students' participation in extracurricular activities is appreciated. However participation in extracurricular activities or interschool competitions cannot be used as an excuse to be distracted from studies.

### **A FEW RULES**

9. Please note that parents are not permitted to go to the classrooms during class hours. If you have any issues to discuss, kindly take a prior appointment of the teacher.
10. Please ensure to attend all the Parent - Teacher Meetings or Open Houses organized by the school.
11. When a student remains absent from school a leave letter addressed to the Principal must be sent to the Class teachers. In case of absence due to sickness, a medical certificate must also be sent.
12. If your ward is suffering from any communicable disease like chicken pox, he/ she should be sent to school only after two weeks and by obtaining a certificate of fitness issued by a doctor.
13. If the child has a medical history, the parents are requested to provide information about the same to the school and the doctor's contact numbers for emergencies.
14. The Counseling & Orientation for parents will be conducted on Monday, 25 April 2016 from 7.00 pm. to 9.00 pm to bridge the gap between the home and the school.

Let's us make this academic year a promising one for all of us. Have an exciting year ahead!

Thanks & Regards,



Dr. Sridevi P. Thashnath  
Principal