

**CIRCULAR
(CLASS I)**

Dear Parent,

Greetings of the Day!

We take great pleasure in extending you all a warm welcome to the new academic session 2016- 17. 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.

Books

The children are advised to bring the following books which can be covered, preferably with transparent plastic sheet, 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
MATH	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 I) 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.

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.

Morning Arrival

The front doors are opened promptly at 7.00 am. Please do not leave your child unattended before 7.00 am; because of our other duties we are unable to accept responsibility for children until that time. There is a flexible arrival time between 7.00 and 7.40 am.

(P.T.O)

Afternoon Collection

Dispersal of class I is at 12.50 pm

As the Afternoon Section starts at 1.20 pm, it is imperative for the class I students to be picked up by the parents latest by 1.00 pm. Please note that the school does not provide any "Stay-back Facilities" after 1 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 7- 7:30 am/1.00-1.15pm 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.

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. Gold or fancy chain, long ear rings, necklaces, anklets, coloured hair bands, fancy watches are not allowed. Boys must wear belts which are black in colour with normal sized buckles.

Break Fast: A light breakfast would be ideal early morning provided it is given at least 20 – 30mts before the child leaves for school. 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 Monday, 25th April 2016 from 7.00 p.m. to 9.00 p. m in the Senior School to bridge the gap between the home and the school.**
- 4. 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**