

CIRCULAR
(Grade II – Afternoon)

Dear Parents,
Greetings of the Day!

We take great pleasure in extending you all a warm welcome to the new academic session 2017-18. 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 brown paper, 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	One Side Ruled And One Side Plain	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 workbook
- Cursive writing book
- English Literature Reader
- Drawing Notebook
- Art & Craft Zone Book 2

3. The school bag should be of appropriate size. Please do not send very big or too small bags. Kindly avoid trolley bags or any extra items in the bag.

Stationery Requirements: Please send 1 file, 3 sharpened pencils, 1 eraser, 1 ruler, 1 sharpener, 1 glue stick, scissor (only paper cutting scissors) and 1 set of (12 colour) of colouring pencils daily in the pouch. Kindly write the name of the child on his/her belongings.

Afternoon Arrival: The students must be punctual to school. Ensure that your ward reaches school latest by 1:10 p.m. and leaves school not later than 5:30 p.m. as their timing is from 1:20 p.m. to 5:20 p.m.

Evening Collection: Dispersal of Grade II is at 5:20 p.m.

Students must be picked up by the parents, latest by 5:30 p.m. Please note that the school does not provide any "Stay-back Facilities" after 5:30 p.m. 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 administrators.

Kindly fill the Details and submit to the Grade II teacher on the next working day.

Full Name of the Ward: _____ Phone Number: _____
Driver's Name : _____ Phone Number: _____

Contacting the School

Parents who wish to meet the teachers are requested to contact them from 12:50 p.m. to 1:10 p.m. or 5:20 p.m. to 5:30 p.m. on working days or through e-mails. 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.

The child is expected to wear PE uniform (will be provided by the school) and white Shoes only on Physical Education (P.E) days. Kindly refer the time table for specific days of P.E.

Girls with long hair must tie their hair. Gold or fancy chains, long earrings, necklaces, anklets, coloured hair bands and fancy watches are not allowed. Boys must wear belts which are black in colour with normal sized buckles.

Food Habit: A proper meal would be ideal before they start, provided it is given at least 20-30 mins before the child leaves for school. Please send clean napkin and a handkerchief everyday to school along with the snack box and water bottle. Avoid sending glass bottles to school.

School Transport: We request you to kindly enroll your ward for the School Monitored Safe Transport System that provides extra privileges and safe facilities, which follow the norms and guidelines set by the ROP and MoE. Teacher facilitators, IVMS, Seat belts, Cameras, trained attenders, limited number of students as per the seating capacity and most of all an active WhatsApp group by route that updates pick-up time and dropping time are the highlights of the system.

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 Counselling & Orientation for parents on Wednesday, 19 April 2017 from 7:30 p.m. to 9:30 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. Let us make this year a promising one for all of us. Have an exciting year ahead!

Thanks & Regards,



Dr. Sridevi P. Thashnath
Principal