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CIRCULAR

30-03-2023

Dear Parents,

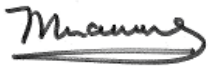
We eagerly await the return of our students to the new academic year and also welcome all the new students who have joined us. Mentioned below are the reopening dates for students of all grades.

Grades 10 and 12	: 1 st April 2023
Grades 4 to 9 and Grade 11	: 2 nd April 2023
Grades 1 to 3	: 3 rd April 2023
Kindergarten	: 4 th April 2023

Please note the following important points as we begin the new academic year.

- The School Diary may be procured from the school bookstore on any school working day between 7:30 a.m. and 1:00 p.m. The school diary must mandatorily be brought to school every day.
- Please read the school diary and all circulars carefully. Please fill in all details on pages 3, 4, 159 and 160 of the school diary, with signatures. Also fill in details on pages 37 and 157 (if applicable) and sign.
- Paste latest coloured photographs of the student in school uniform on pages 3 and 159.
- On the first day of school, parents are advised to please send only the School Diary, snacks and a rough notebook with students of LKG to Grade 3.
- **Please label all belongings of the student such as school bag, water bottle, tiffin boxes, etc. to make it easier to trace, if misplaced.**
- Parents of LKG and HKG children are requested to keep an extra set of clothes (coloured) and a napkin (labelled) in the bag of their child on a daily basis.
- It is mandatory for all students to wear the regular school uniform or P.E. uniform, exact in colour and pattern, on all the school working days. The new P.E. uniform is to be worn on days when the student has a P.E. class. Please refer to the school diary or the school website for full specifications of the new P.E. uniform.
- It is imperative that all students wear a **school badge**, and **bus badge** (if travelling by school bus). Please affix a recent passport size photograph of the student on the back of school badge. The colour of the lanyard will differentiate students who avail school transport from those who do not.
- Please be informed that the school buses will be delayed during the first week of school reopening for the new academic year, as new students get accustomed to the buses and their location in the school.
- **Students must use the school transport in the morning and in the afternoon on the first day of school as well as on every other school day during the year.**
- Parents who drop their children to school are informed that they should be dropped not earlier than 7:00 a.m. and not later than 7:30 a.m. **These students should also be collected no later than 2:00 p.m.**
- The school gates will close at 7:35 a.m. Regular late comers will not be admitted to classes for the day.
- Parents are advised to avail the school transport facility as far as possible if they are not in a position to drop off and pick up their children. If private transport services are availed, please ensure safety and strictly instruct the drivers to take due care when they drop and collect your children. **Parents must park their vehicles in an orderly manner to ensure safety of our students and avoid traffic blocks and inconveniencing the public.**

- Parents of students availing private transport are requested to instruct drivers to collect the students from their respective waiting rooms by themselves rather than asking the older students to do so.
- Parents wanting to withdraw from the school transport facility, need to inform the school in writing at least one month in advance, failing which the transport fee will be charged for the entire month.
- As a precautionary measure of safety and to avoid confusion and chaos, students collected by their parents / guardians will not be sent out of their classrooms until all school buses leave the school premises. Non-bus students should use Gate nos. 2 and 5 only (morning and afternoon).
- Parents who wish to collect their children from the school during class hours for any genuine reason must do so before 12:30 p.m. Any request received after this time will not be entertained.
- Parents must mention the student's Name, Scholar No, Grade and Section when communicating with the school.
- **Books will be available next week and exact dates for distribution will be communicated in due course.**
- Fees can be paid at the school counter or via the NEC app or branch from Saturday, April 1st 2023. **Please tender exact change when paying fees at the school counter to avoid delays.**



Principal