

Circular for the parents of Nursery to class V students

Session: 2022-23

EKAY/JUNE/11

June 3, 2022

Subject: Important information about fee, transport, school uniform, prohibited items and birthday celebration.

Dear parents,

Namaste,

The school is scheduled to reopen on **June 15, 2022 (Classes III to V) and June 22, 2022 (Nursery to Class II)** after the summer break. This circular is to apprise you of the things you need to look into before sending your ward to school. We request all parents to read the following points very carefully and ensure to adhere by them.

1. FEES:

- (a) You are requested to clear due fee of session 2021-22 (if not cleared yet) and first installment of fee with transport (if opted) fee for session 2022-23 before June 15, 2022.
- (b) For the last two sessions, management has been considerate about due dates of fee payment. This session, late fee will be applicable @ Rs. 10/- per day after June 15, 2022.
- (c) In case you want to avail school transport facility, kindly ensure to clear the first installment of fee and first installment of transport fee before 15.06.2022.

2. SCHOOL TRANSPORT:

- (a) Generally, it takes a week or 10 days to settle down bus time table, maintain the time schedules and lapse occurring in picking & dropping of students. We sincerely request all the parents to cooperate with us in streamlining the bus time table during initial days after school reopens.
- (b) In case if your address is changed in the last two years, please visit school, talk to Administrative Officer about bus route/bus stop and fill in a new transport form.

3. SCHOOL UNIFORM: As you are already aware that the school has always paid great attention to the uniform turnout of students in school and has been reminding students and parents at regular intervals. The following are to be taken care with respect to uniform turnout:

- (a) Please note that all students will be subjected to uniform turnout checking on regular basis.
- (b) The uniform should be neat & tidy and of right size.

- (c) Girls should ensure that the skirt is of knee length, the hair should be neatly tied or braided. Only black hair bands, pins, etc. are to be used. **(No use of fancy jewellery, make-up, fancy haircuts, artificially coloured hair, fancy accessories).**
- (d) Boys should have simple, short and neat hair cut **(no fancy haircuts, hair styles and artificially coloured hair).**
- (e) Parents kindly ensure that children do not have tattoos while coming to school **(No Tattoos please).**
- (f) Nails to be trimmed regularly, use of nail paint, extensions etc. is not permitted.
- (g) All students should necessarily carry a handkerchief in their pocket.
- (h) Wearing of mask is mandatory (subject to situation).

In case of repeated non-compliance regarding uniform and turnout, the school will take strict disciplinary action, which includes not allowing the student to be in class and requesting the parent to pick him/her from school. We request the parents not to feel bad or get offended if their ward is subjected to disciplinary action for improper uniform.

4. PROHIBITED POSSESSIONS:

- (a) Mobile phones, tablets, i-pods/any other electronic gadgets are strictly prohibited. In case a student is found carrying a mobile phone/tablets/i-pods or any other electronic gadgets, **the same will be confiscated and returned after 3 months. No request from parents for relaxation in this matter will be entertained.**
- (b) Wearing smart/expensive watches/trackers are prohibited.

5. BIRTHDAY CELEBRATION: On birthdays, students can come to school in decent, casual coloured clothes but only with school shoes. They may gift a sapling/book to the school. No chocolates/sweets or any other gifts are to be sent. This thoughtful way of celebration will encourage "Learning to Give" and "Conservation of Nature" to the young minds.

FURTHER PLEASE NOTE:

- (a) Bringing eatables like chocolate, chewing gum, sweets, etc. to school is not permitted.
- (b) All books and notebooks should be covered and labelled.
- (c) Initially temporary ID cards will be issued from school. After proper photography, final ID cards will be issued, I-card to be worn everyday.

We seek your kind support and cooperation in maintaining the discipline and decorum in school. This circular is being sent well in advance so that parents have enough time to deposit fee and counsel their wards about uniform, prohibited items, birthday celebrations, policies etc.

Kind Regards



Admin Officer



Headmistress



Principal