

## **Circular for the parents of classes V to XII students**

**Session: 2023-24**

EKAY/June/09

June 07, 2023

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

Dear parents,

Namaste,

The school is scheduled to reopen on **June 16, 2023** 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. SCHOOL RE-OPENING SCHEDULE**

| <b>Classes</b> | <b>Arrival Time</b>                      | <b>Departure Time</b>                    | <b>Reopening Date</b> |
|----------------|--|--|-----------------------|
| V to XII       | 7:30 to 7:45 am<br>Bell rings at 7:50 am | 1:15 to 1:30 pm<br>Bell rings at 1:15 pm | Friday<br>16.06.2023  |

### **2. FEES:**

- (a) **You are requested to clear first installment of fee for session 2023-24 before June 15, 2023. After due date, late fee will be applicable @ Rs. 20/- per day.**
- (b) 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 15.06.2023.

### **3. 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, please visit school, talk to Administrative Officer about bus route/bus stop and fill in a new transport form.

### **4. 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 points 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.

**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.**

**5. 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 although students of classes IX and above are permitted to wear simple/inexpensive watches to school. Smart/expensive watches, if worn by any students will be confiscated.

**6. 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.

**7. SELF-VEHICLE:** Students are not allowed to come to school riding/driving two wheeler/four wheeler. In case, any student is found to do so, the vehicle will be kept in school and student will be sent by school bus and his/her parents should come to school and collect the vehicle.

**FURTHER PLEASE NOTE:**

- (a) Bringing eatables like chocolate, chewing gum, sweets, etc. to school is not permitted.
- (b) Other than course books, only books issued from the school library are to be carried to/from school.
- (c) All books and notebooks should be covered and labelled.
- (d) Initially temporary ID cards will be issued from school. After proper photography, final ID cards will be issued which are 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