



CIR-01/2024-25

Dear Parents,  
Greetings!!!

Date: 12.04.2024

We hope this message finds you refreshed and ready for the academic year 2024-25 after the short break post final exams.

We eagerly look forward to welcome you all back to school for a brief academic session before summer break. All the teachers are excited to provide an array of engaging and challenging learning experience to all students to the best of their abilities.

**Here are some important points to be noted for the coming days:-**

- **School Timings:**

Grade I to XII: 8.20 am to 2.20 pm, reporting time- 8.05am

- **Uniform:** Pupil shall come to school in complete and proper Sports uniform only. New admission students or students not having sports uniform shall be allowed in casual descent wear for 1 week only.

Pupil shall wear School uniform ( white shirt and blue pant/skirt) on the prescribed day only.

- **School sports uniform (house colour uniform will be worn by the students on all days except Friday). Every Friday students need to wear school uniform only.**

- **Hair:** Boys shall have simple and short haircut.

Fancy haircut/fancy hairstyle is strictly prohibited.

Girls with long hair must plait their hair.

White hair band is a part of uniform and it must be worn by all girls in school campus, inside bus and outside school campus while representing school.

Coloured rubber bands and fancy hair clips are prohibited.

Colouring, bleaching or styling of hair is prohibited.

- **Nails:** Nails should be trimmed regularly. Nail enamel is not permitted.

- **Shoes:** Black sports shoes with Velcro should be worn with uniform.

**During rainy season:** Pupil shall wear black crocs/all season black sports shoes. Sandals or sleepers are strictly prohibited. Black crocs shall not be allowed after October1, 2024

- **Accessories:** Fancy articles such as chains, bracelets, watches, earrings are at parents' risk. School is not responsible for any loss.

- **Appearance:** Students are expected to look pleasant, orderly and presentable.

- **Identity card : Students shall come in temporary Id Card with details of Walking/Private Van/Bus details along with contact number and residential address mentioned clearly.**

- **Short break :** Students shall bring nutritious munching food like nuts, fresh fruits, etc.

- **Lunch Time:** Students must bring nutritious vegetarian food for lunch. Using a napkin during lunch time goes a long way into maintaining hygiene. Fresh napkin must be brought daily to school. Interested parents can also avail school canteen facility where hygienic and healthy snacks are available at economic price.

- **Books** : All the Books for academic year 2024-25 must be labelled with Name, Grade, Division and Roll No. etc and must be well maintained. It is advisable to cover the books to make it last longer.
  - On the re-opening day students shall carry rough book only. Details of notebook shall be provided to them on the re-opening day along with timetable.
  - Students shall bring books as per **timetable only**.
- **Admit cards**: Students whose Continuation forms are received, shall be given Admission cards on the 1st day of the school i.e 15th April, 2024.
  - These cards shall be checked daily from 15th April, 2024 onwards at the school gate for entry. Therefore children must carry these cards on daily basis.
  - Children failed to produce Admission cards shall be sent back under intimation to parents.
- **Mobile Phones** shall not be allowed until specified. In case mobile phones are found in possession of child the same shall be confiscated & handed over to parent on the PTM day after the receipt of duly signed application from parents.

- **Saturdays**

Sr. No	Grade	Days	Days
1	Grade I – V	All Saturdays off	All Saturdays off
2	Grade VI - XII	2nd & 4 <sup>th</sup> Saturday shall remain Off till notified otherwise.	1 <sup>st</sup> ,3 <sup>rd</sup> and 5 <sup>th</sup> Saturdays will be working

- **Keys points for grade I and II (2024-25) only-**

1. Send recent passport size photo of the child in school uniform only with white background.

2. Mandatory to tie – **Red color** ribbon on the right hand for **I A** , **Blue color** ribbon on the right hand for **I B** , **Yellow color** ribbon on the right hand for **I C** , **Green color** ribbon on the right hand for **I D**

3. Label the notebooks as follow:

Subject	Book description	Book No
English	Red and blue 4 line	1
English grammar	Sketch book (one side plane ,other side ruled)	2
Hindi	Double lined	3
Math	Square line	4
EVS	Sketch book (one side plane ,other side ruled)	5
Rough Book	Red and blue 4 line or integrated book.	6

- **Kindly adhere to the above for the smooth functioning and avoid any inconvenience.**
- **Admission For Grade XI:**

The admission process for grade XI in Science ( Medical and Non Medical), Commerce and Humanities( Arts) Streams has started. The school has made synchronous arrangement alongside XI and XII for helping the students to prepare for Olympiads, Competitive exams like JEE (MAINS) , NEET, MHCET. Interested parents/children can contact Admission Counsellor.



**Principal**