

FROM THE DESK OF SR. KG TEACHERS

Dear Parent,

“The purpose of education is not to fill the mind of students with facts but to teach them to think”, So let us join hands to achieve the same by establishing greater co-operation between the home and school so that education is a joyous, enriching and fruitful experience. Some guidelines from the teacher’s desk given here will be helpful for your child. Kindly make sure the points given below are kept in mind and followed throughout the session **2024-25**.



Diary

- Please fill in all the details in student’s personal record page and paste his/ her photograph in the school uniform.
- Please familiarize yourself with the information in the student’s diary.
- Update and **sign** the regularity and library record pages regularly.
- **Acknowledge all the circulars sent to you** and retain them for future reference in a file.
- Make sure that your **child carries the diary daily and counter sign each diary note sent to you.**
- Fill the leave record page for all leaves. Send a leave application in advance for a long leave.
- Inform school authorities in case of change in address / telephone no. immediately through the diary page meant for the same purpose.
- Inform the teacher in writing if the child has any kind of allergy or fear.
- **Student should not carry large amount of money.** In case the child is carrying any money for library fine etc., it should be sent with a diary note stating the amount and reason.

Meal

- Send healthy food in tiffin with spoon and fork if required. The food should be less oily.
- **Kindly send a labeled napkin and handkerchief daily.**



Uniform

- Kindly send the child in proper school uniform. Encourage him / her to dress smartly and independently at all times.
- Children to wear white velcro shoes and kindly ensure to clean them regularly.
- **The child must wear the ID card daily.**
- Nails must be trimmed regularly. Boys should always have **short hair** and girls must wear **black pins and black rubber bands** to make pony tails.

Birthday Celebration



- **Birthday celebration should be simple. The sweet should be within Rs.10/- only (Indian chocolate). Any sweet above Rs. 10/- will not be accepted and will be sent back. No fancy invitation cards will be allowed to be distributed in**

the class. In case you want to distribute birthday invitation, kindly collect a sample of the invitation from the reception and get the photocopy done for the entire class.



Library

- Library books are given on Wednesday and collected back on Tuesday. **Late fee Rs.5/- per day** will be charged in case of late submission.
- **Do not send the library book in the bag till the submission day.**
- Help your child to read the book.
- Handle the books with care.



Review Policy

- We follow an ongoing review policy.

Transport

- **The person responsible for picking up the child must carry the bearer's card.**
- For transport related concern kindly contact :-
Mr. Saahil - 6350291714



Parent-Teacher Meet

- Attend the Parent teacher meetings without fail.
- Please ensure to be on time according to the time slot given.
- Do not come to meet the teachers on working days other than in case of an emergency.

Stay back

- To deal with any concern regarding your child you can meet the coordinator or the class teacher on every Saturday. It would be appreciated if you come with a prior appointment.
- So, let the children be children. Don't compare them with others. Eliminate sarcasm and avoid labeling. Guide and motivate them to be more confident and independent individuals. Always love, praise and encourage them.

