



KIS/APRIL/2023-24/03

Grade 1-3

28.03.2023

Dear Parent

We welcome our students to the new Academic Session 2023-24. The School and the Parent together are responsible in shaping the future of a child, hence your co-operation is of utmost importance.

For the new session, we request you to kindly take note of the following points carefully:

A. School Timings:

The students are expected to reach the **School by 7:50 am** and strictly adhere to the School timings.

New Session Begins:		
Wednesday, 5th April 2023	Grades 2-3	7:50 am - 2:50 pm
Thursday, 6th April 2023	Grade 1	7:50 am - 1:00 pm (till 19th May 2023)
		7:50 am - 2:50 pm (3rd July 2023 onwards)

B. Transport:

1. The School will do its best to ensure the safety of the children. A nanny and a helper will accompany the children en-route to ensure the safety of the children.
2. The students are expected to be at the Bus Stop 05 minutes prior to the given time in the morning.
3. Bus users will be allowed to get off the bus at allotted stop **only if** the escort is present with the **Authorisation Card**, else they will be brought back to the School.
4. The child will board the allotted bus route and no requests for change of bus stops will be entertained except for genuine cases which have prior consent from the concerned Authorities.

C. Dispersal:

The walker students may be picked up from the rooms mentioned below at the scheduled time:

Walker Dispersal (Grade 1-3)		
Grades	Dispersal Room	Venue & Timing
G1 A, B, C	Room No. 27	1:00 pm (till 19 th May 2023) Octagon-1, Ground Floor Foundation Block
G1 D, E, F, G	Room No. 28	
G2 A, B, C	Room No. 29	2:40 pm (5 th April 2023 onwards) Octagon-1, Ground Floor Foundation Block
G2 D, E, F	Room No. 30	
G2 G, H, I	Room No. 31	
G3 A, B, C	Room No. 43	2:40 pm (5 th April 2023 onwards) Octagon-2, Ground Floor Foundation Block
G3 D, E, F	Room No. 44	
G3 G, H, I	Room No. 45	

D. Safety and Precautions:

1. Safety regulations require that the person picking up your ward from the School carries the '**Parent Authorisation Card**' at all times. It will be given to the parents by the Grade Tutors after verifying all required details with them.
2. Always keep the School informed if your home staff particularly 'maids' or 'drivers' have discontinued their services with you. Please ensure that you take back the 'Authorisation Card' issued by the School from your helpers.

E. Uniform /Identity Card:

1. The students must wear their Identity Card to the School every day.
2. The students must wear the House Uniform on the scheduled days.

F. Accessories:

1. A set of spare clothes neatly labelled (**each item**) with the child's name is to be deposited with the Class Teacher to meet any contingency.
2. Please label all the items of the uniform, including the shoes clearly to facilitate their return in case of misplacement.

G. Messages and Circulars:

1. Messages / Instructions are sent home in the child's Almanac, so please check the Almanac each day.
2. The child should carry the School Almanac in a proper labelled school bag every day.

H. Birthday Celebrations:

1. On their Birthday, the students are greeted in the Class/Morning Assembly. We request the parents **not** to send cakes and expensive gifts to be distributed to his/her child's classmates and teachers. Please send either **a small chocolate** or **two toffees** per child with your ward to be given to his/her friends.

I. Parent Teacher Interaction:

1. The Parent Teacher Interactions are an indispensable part of school – home interaction. It is mandatory to attend them on the scheduled date. Kindly adhere to the timings.
2. As part of our school practice, parents are requested not to meet the teachers during the school hours. In special cases, you may meet the teacher by prior appointment.

Holidays and Vacation for the Months of April - June 2023			
1.	7th April 2023	Friday	Good Friday
2.	14th April 2023	Friday	Ambedkar Jayanti
3.	21st April 2023	Friday	Id-ul-Fitr
4.	5th May 2023	Friday	Buddha Purnima
5.	22nd May 2023 – 30th June 2023		Summer Vacations
6.	3rd July 2023	Monday	School Reopens

Looking forward to an exciting and fruitful journey with you and your child.

With best wishes and warm regards



Dr. Sangeeta Arora
(Principal)