



Dear Parent,  
Greetings!

A hearty welcome to one and all! On the outset of the new academic session 2016-17, we are once again looking forward to your kind co-operation as we stride along. The following are some points which merit your attention.

1. **Please be notified of the rescheduled school calendar from 9th to 17th of April, 2016:**
  - a. 9th April (2nd Saturday) - full working day and Tuesday's timetable will be followed.
  - b. 11th April – Holiday on account of assembly elections in Lower Assam.
  - c. 12th April -16th April- Bihu Vacations.
  - d. 23rd April (4th Saturday) –Monday's time table will be followed. It will be a full working day to compensate for the holiday on the 16<sup>th</sup> April' 16.
2. **School Timings:**
  - a. The school timing for the students of classes III to V is from 9.00 a.m. to 1.50 p.m.( Mon – Fri). Students are expected to arrive by 8.55 am. On 1<sup>st</sup> and 3<sup>rd</sup> Saturdays, the school timing for the students of class V is from 7.50 a.m. to 12.10 p.m.
  - b. All Saturdays are holidays for students of Classes III & IV. Class V shall be working on 1<sup>st</sup> and 3<sup>rd</sup> Saturdays.
  - c. The school gates will close sharp at 9.00 am Mon to Fri; and at 7.50 am on Saturdays and thereafter students shall not be allowed to enter the campus under any circumstances.
3. **Curriculum:** For academic follow up, please refer to the **Annual Curriculum** which will be provided to you by the month of April.
4. **Circulars:** Acknowledge receipt of circulars in the almanac page 'Record of Circulars' on pg no 38/39 & 'Record of Circulars Given from the Administrative Office on pg no 32/33.
5. **Transport:** Ensure that your ward boards the buses allotted to him/her during the first week of the session. Hereafter your ward will not be permitted to board any other route buses unless there is a change in your address and the school receives a written communication.
6. The school may not observe a holiday on all 'Bandhs' announced by various parties. However, if we decide to run the school, the buses will ply on all scheduled routes. In case the school observes a holiday during a 'Bandh', the school will function on the next second/fourth or fifth Saturday of the month where students are expected to follow the routine of the missed day. This should be followed without any further notification. The school tries to send notifications of such contingencies through group SMS, hence please ensure that you do not opt for DND ( do not disturb) option from the mobile company. However parents are still required to get in touch with the driver/handyman of their respective route through the mobile phone number of the bus.
7. **Identity Card:** For security reasons the students are given two I cards. One for them to wear in the school and the other for the escort person to carry it along when they come to drop / pick up their ward from the allotted bus stop/school gate. It is mandatory for students to wear the card right from boarding the school buses/private vehicle till they are received by the guardian.
8. **School Fee:** Refer cover pages of fee booklet and pg nos 166 to 168 of almanac for payment of school fee. No reminder shall be given for fee payment. Request for exemption of late fine after scheduled dates shall not be entertained in any case.
9. **MEDICAL INFORMATION:** Medical record of any chronic ailment and the first aid that your ward may require in school during any contingency should be furnished to the respective class teachers.
10. **Almanac:**
  - a. Almanac needs to be brought to the school everyday. Please fill up the page "**PERSONAL MEMORANDA**" on pg no 1 in the almanac and affix a recent passport size coloured photograph.
  - b. Refer to the almanac for PTM dates and activities, examination and holiday schedule. Attendance of parent during PTMs is mandatory.
  - c. Parents need to go through the almanac everyday and put their initials in the space provided.
  - d. Students must carry almanac to the infirmary.
11. **Communication with the teachers:**
  - a. Parents to provide a working/ latest mobile numbers to the class teacher to communicate. However we appreciate communication through the almanac as and when required.
  - b. To meet the teachers, refer to the timings given in the school almanac.
  - c. Parents are requested not to call up the teachers during school hours in their cell phones. Calls may be made between 7.00 pm to 8.00 pm. For emergency during school hours, kindly call up the School Front Office at 7086055501/02/03.
  - d. On days when there is any change from your side related to departure of your ward from school, do notify the class teacher through the almanac in advance.



**12. Attendance and Leaves:**

- a. A student who reports to school every day, but has been marked 'Late Arrival' or avails early departure will not be eligible for 100% attendance certificate.
- b. Your ward needs to provide a leave application stating the reason of absence on the day he/she reports to school after an absence. It needs to be supported with an almanac note in the page 'Record of Absence'. A medical certificate needs to be attached along with leave application during medical leaves. This applies to leaves taken during the Weekly and Unit Tests also.
- c. Parents need to follow up with the pending work whenever their ward remains absent.

**13. Examination:**

- a. Students are not detained till class VIII as per the CBSE notification.
- b. No re-tests will be conducted for students who remain absent during Weekly Tests and Unit Test.

**14. Uniform:**

- a. Students need to come in proper, neat and clean school uniform every day.
- b. Students to come in House T-shirts and school track pants on the days they have sports and swimming.

**15. Library books and Cards:**

- a. Students will be issued books from the school library during their library period. Parents are requested to guide their ward and see that the books are read by the students, are well maintained and returned on or before due date to avoid any inconvenience.
- b. By the end of April all dipsites will be issued an e-library card with the barcode to access the school library. Thereafter students shall be able to return and issue books only on production of the card.

**16. Miscellaneous:**

- a. Label all items like swimming kit, keyboards, violin etc to avoid inconvenience.
- b. Soft drinks and chips are not to be given as lunch pack.
- c. Do not send birthday cakes and return gifts during your child's birthday.
- d. Sending gifts or bouquets to teachers is strictly prohibited.

**17. Medical check up:** Medical health check-up for students is being made complementary and will be organized subsequently during the course of the academic year. In case you have not yet given you consent please do so through the almanac note to respective class teacher on or before 12th April, 2016.

**18. Involvement of parents:**

- a. To acquire knowledge of classroom learning of your ward not more than two parents at a time are permitted to sit in the classroom as observer and resource person with a prior appointment from the concerned teacher and class coordinator for not less than ½ a day.
- b. Parents who are highly accomplished in their own field may share their knowledge and expertise with our students by volunteering to deliver guest lectures. Other than increasing our students' knowledge pool, we see this initiative as a series of personality development efforts for them. Interested guardians may ask for the *pro forma* (on request) and submit it duly filled to the class teacher.

Parents are requested to appreciate and adhere to the above specified norms and school policies. We hope to seek your cooperation in all our future ventures for all round development of Dipsites.

With sincere regards

  
Principal

