

Rich Harvest Public School

Circular No: RHPS 19-20/01

Date: 04th April, 19

CIRCULAR
Class: Pre-Primary

Dear Parent

Heartiest Congratulations for a step ahead in the academic life of your ward.

Our blooming buds are ready to kick start the new academic year zealously. To make teaching learning process a joyful voyage, ample of activities and events have been planned to promote & enhance the overall development of the child. The hard work and efforts put in by the parent and the teachers together can instill confidence in children and enhance their talent that will go a long way in grooming their personality. For the smooth working of the school, I wish to bring the following to your attention so that we may co-operate with each other in looking after our children: -

1. **School Timings for P.S. & P.P. are 8:45 am to 12:30pm. (Monday- Friday).** Walking students can be collected by 12.30 p.m. only with the Parent I card. The child will not be handed over to any person without the presentation of Parent I-Card.
2. Please ensure that your child is regular & reaches school on time. No student will be granted permission to leave early. If a child can't attend the school for the full day for any reason, please don't send him/her to the school.
3. Send your ward in proper school uniform.
4. Your ward must wear Identity Card to school everyday.
5. Belongings of your ward should always be labelled with a permanent marker.
6. Please go through the notebooks of your ward regularly. Regularity & consistency are important aspects of effort.
7. Circulars, remarks or assignments given in the almanac should be acknowledged and countersigned regularly.
8. Do read the school rules mentioned in the almanac and fill the personal & medical record in the almanac without fail. Communication between parents and teachers will be done through the relevant pages of the Almanac.
9. Any packet /material or lunch box sent to the child in the school will not be accepted for security reasons.
10. Please attend all the PTMs that you are invited for.
11. If you need to meet Coordinator/Principal, kindly take a prior appointment through the almanac.
12. Kindly don't call to talk to teachers during school hours & don't ask for the personal contact no. of teachers.
13. Extravagant Birthday celebrations are not permitted in school. The children may distribute candies though. Please note that cakes/pastries/expensive items are not permitted.

Your co-operation & sincere efforts will be highly appreciated.

With Regards

Ms. Neha Gandhi
Principal