

# *Rich Harvest Public School*

**Circular No: RHPS 23-24/01**

**CIRCULAR**  
**Class: Pre Primary**

**Date: 3<sup>rd</sup> April, 2023**

**Dear Parents**

**Greetings from The RHPS fraternity!**

With open arms, I extend a hearty welcome to all the children to the new session 2023-24. I hope my students 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.)**
2. Please ensure that your ward reports to school on time and in proper school uniform.
3. It is compulsory for students to wear Identity Card to school every day.
4. 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.
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. Any student with symptoms of cold, flu etc. should refrain from coming to school.
8. Circulars, remarks or assignments given in the almanac should be acknowledged and countersigned regularly.
9. 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.
10. Any packet /material or lunch box sent to the child in the school will not be accepted for security reasons.
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.

**Looking forward for your support and co-operation.**

Warm Regards

Ms. Neha Gandhi  
**Principal**