

**SRI SARADA SECONDARY SCHOOL GOPALAPURAM CHENNAI 86**

**General Instructions for the classes LKG to II STD**

We are happy to extend a hearty welcome to the new academic year 2018-2019.

The reason we have gathered here is to have a good and healthy bridging between the parents and the faculty for the progress of your wards.

Let us start with general instructions:

The school reopens on 5<sup>th</sup> April and will work till 20<sup>th</sup> April with the following timing:- 9.00 a.m. to 11.45 a.m. .(only for **LKG & UKG**)

From June 4<sup>th</sup> on wards the timing will be from 8.40 a.m to 2.15p.m.

We expect KG parents to use only the Gopalapuram Gate.

The concerned teachers will receive the child near the Gopalapuram Gate. Parents should pick up their wards at 11.45 am sharp.(only for **LKG & UKG**)

Encourage the child to be on time. Even if they come by auto.

The identity of the person escorting the child should be informed to the class teacher on the first day itself. If there is any change inform to the teacher or office well in advance.

Children should be sent to school in colour dress till they receive their uniform. (they are expected to be in decent cotton dress)

They are expected to wear ID card every day without fail. Temporary ID card will be given for the time being.

All children should wear inner garments with out fail as you know the importance of it.

Avoid gold ornaments. Anklets are not allowed. Boys are not allowed to wear ear studs.

Children have to use comfortable sandals until they get their shoes.

Uniform and shoes need to be well maintained.

Limited snacks and lunch should be sent (snacks time is only 10 mins. and lunch time is 30 mins.)

Send only healthy snacks and lunch and avoid junk food and spicy items. Include a vegetable in every day lunch.

Only vegetarian food is allowed. Non – vegetarian food (including eggs) is strictly not allowed.

Encourage only Home-made food.

Lunch bag can be sent from home and should be handed over at the main gate before 11.15 with the name and class tag.

We expect the child to enjoy their food time, to eat on their own which can be trained during the summer holidays.

Avoid plastic and fancy containers and water bottles. Also send neat spoon and towel everyday.

Fork and tooth pick should be avoided.

The hair should be neatly trimmed for boys and girls are expected to plait the hair and use black ribbons.

Check the child's bag every day and remove the unnecessary things.

Parents are requested to encourage the child to speak in a decent manner.

We are only the facilitators so we expect you to make them adapt themselves to the class.

Train the children to sleep early and wake up early .

**Let us move on to the academic instructions:**

Books and note books are to be submitted on the first day itself (05.04.18)

Note books have to be covered with synthetic cover provided by the school. Write the name on it.

Books have to be soft bound Write the name on it.

ID slip and proforma have to be filled with correct and full details and submit on the 5.4.18

Parents are requested to send 3 passport size colour photographs in uniform,( blue back drop) and 3.5 cm \*4.5 cm

Acknowledgement for all the circulars given should promptly signed. Keep all the circulars in a file for further verification.

Leave letters should be signed by you in the Leave Record page of the Hand book.

Bags should be handy and light.

Monthly schedule will be sent to the parents. File it and train the wards accordingly.

Parents can meet the class teachers on I and IV Saturdays and discuss about the academic performance of the child.

Be prompt in sending the worksheet file which will be sent every week.

Activities given for the students need to be encouraged by the parents. We expect the child's participation.

During competition parents should take interest and encourage the kids to participate with their full potential.

We expect you to cooperate throughout the year for the child's holistic development.

ALL THE BEST.