

St. Joseph's School, NTPC, Kahalgaon

Cir. No: 20/2013-14

Date: 12/3/2014

Dear Parents / Guardians,

Please note the following points:-

I. A word of Thanks and appreciation:

The School management sincerely thanks all, Parents, NTPC management, Students and all well wishers who have supported and extended all co-operations for the smooth functioning of the academic year 2013-14.

II. Result and Promotion:

1. Parents please note that ,promotion of your ward is based on the yearly performance in academic results and co-curricular activities held during the year. And also special weightage given to attendance, character and discipline of your ward in the School. For Cl. VIII and IX students SA1 & SA2 are out of 100 marks and a minimum pass mark for the student is 25% in SA1 & in SA2 is compulsory for all the subjects for the promotion.

2. **LKG & UKG, Class I-IX & XI.** The Report card with promotion will be given to parents on 26th March 2014 at 7:00 a. m. – 9:30 a.m.in given below class rooms LKGABC, UKG ABC, IABC, 2ABC,3ABC,4ABC,5ABC, 6ABC in their own respective class rooms. Due to CBSE Board Exams parents are requested to collect the report card on time. Parents are also requested to bring the fee card of their ward to verify, if any default in the payment of Fee.

7A	-	S.R –3	9A	-	S.R – 1
7B	-	S.R – 4	9B	-	XIA
7C	-	7C	9C	-	XIB
8A	-	Hall +2 building	XIA	-	XIIA
8B	-	Hall +2 building	XIB	-	XIIB
8C	-	Old XIB			

Promotion of Cl. XI students :

* Students getting below 33% in PCM theory will not be promoted.

* Special classes will not be considered as criterion for promotion.

3. **Stitching School and PT Uniform** for the promoted UKG students to **class I** on **26/03/2014**: Parents are requested to bring their wards to the School for the Uniform measurement on Wednesday 26th March 2014 at 7:30 a.m. – 10:00 a.m. in the Plus Two Building. The approximate amount for Boys School Uniform Rs. 330/- and PT Uniform Rs. 360/- and for girls School Uniform Rs. 470- PT Uniform 450/- for one set each respectively deposited on the same day. Parents also can order school and PT Uniform for other class students, class II-XII on the same day from 10:00 a.m. -11:30 a.m..

4. **Distribution of Books** for the new Academic session 2014-15

<u>28/3/2014</u>	<u>29/3/2014</u>	<u>30/3/2014</u>
UKG- 7:00 a.m.– 8:30 a.m.	Cl. VI – 7:00 a.m.– 8:30 a.m.	Cl. IX- 10:00a.m.-11:00 a.m,
Class I 8:30 a.m. – 10:00 a.m.	Cl. VII - 8:30 a.m.-10:00 a.m	Cl. X – 11:00a.m.-12:noon
Class II 10:00 a.m. – 11:30 a.m	Cl. VIII-10:00 a.m. -11:30 a. m	<u>N. B.</u> returning of books for
Class III 11:30 a.m – 1:00 p.m.		all classes from 12:30 –1:30p.m
Class IV 1:30 p.m – 3:00 p.m		
Class V 3:00 p.m. – 4:30 p.m.		

Please note: The School takes no responsibility with regard to the shortage of books during the sale. It is a good will, gesture and facility extended to the parents from the part of the School management. Parents and guardians are free to procure books from outside. However students should have all the prescribed books on the opening day of the School. Parents are requested to make a queue near the sale counter on given dates and time and be courteous and supportive to the sale staff. Time , punctuality has to be maintained by parents.

P.T.O

Sale of Diary, Fee card School tie etc...

Sale of Diary, Fee card , School Tie, etc... from 2/4/14 – 7/4/14. All the parents are requested to buy above mentioned items within given dates. After the dates counter will be closed.

7. Deposit of fee from 20th April – 30th April'14 : (Time 7:00 a.m. – 12:00 noon).

Parents are requested to enroll the students to the higher class by paying fees Annual fee, Tuition fee, and Exam fee . Parents are requested to pay the fee of your ward every 1st 10 days of the month. Parents please follow strictly the time and date of fee deposit.

8 New Academic session begins on Wednesday 2nd April 2014. (Morning class)

LKG & UKG - 7:15 a.m. – 11:40 a.m

Cl. I-XII - 6:50 a.m. – 12:15 p.m.

All students shall wear School Uniform. For the students of UKG promoted to Cl. I are allowed one more week time extended to stitch the Uniform, till then they can come in old uniform. From 7/4/14 it is compulsory for the students to come in School Uniform.

9. Parents please pay attention that your ward comes to School in neat School Uniforms everyday. Boys are not allowed to come to school with low waist pant and long hair. Girls are not allowed to come to school with open hair and jewellery.
10. Parents please take great care in sending your ward to school on time. If a child comes to school after the first bell, your ward may need to return home.
11. Parents are requested not to take your ward from the School for the silly reasons during the class hours. **If a child need to have medical check-up, blood tests etc... keep the child absent from the school. Repeated absence without leave or unexpected absence for more than two weeks renders a pupil liable to dismissal.** Only in case of emergency students are permitted to go home. No parent is allowed to take the ward from the school without the ID proof (parent's copy)
12. Parents please note that, your ward will be present in the School everyday. In case of absence maintain the diary with the reason of absence to the class teacher with the signature of the Parent / guardian.
13. **Summer Vacation**
The Summer Holidays will start from 15th May 2014. The School re-opens after Summer Holidays on 16th June 2014.

Principal

