

Cir.No: 3/2016-17

Dear Parents / Guardians,

Please note the following points:-

1. Parents are reminded to leave the students near the Entrance Gate. No parent is allowed to enter the class during the School hours from 7:50 a.m. – 2:00 p.m. Kindly follow strictly the visiting hours of the school.

To meet the staff of the school no parent is allowed during the class hours.

Time to meet the teachers : According to the given dates of diary or at the given time by the teachers when parents are specially called.

Time to meet Principal : 8:30 a.m - 9:30 a.m. only

2. Parents are requested to pay attention to your son's School Uniform pants. No boy students are allowed to wear pleat less pants. Those who have stitched without pleats may change the same within one week of time.
3. Parents are requested to have continuous parent teacher meeting on assigned days given in the diary and also in date sheet of Parent Teacher Meeting schedule.
4. Parents are requested to take care of your wards absence in the school. Students are allowed on genuine case only to get absent from the school.

5. **National level competitions 2016**

16 th NCO	-	20/10/2016
19 th NSO	-	24/11/2016
10 th IMO	-	1/12/2016
7 th IEO	-	31/1/2017
1 st ISKO	-	4/10/2016

Students from Class II-XII can take part in these competitions. The students can deposit the fees Rs.120/- each for each subject to in charge teachers before **10th August 2016**.

The co-ordinators to collect the amount

Mr. Rojo Joseph	-	NCO
Mr. jijo Sebastian	-	NSO
Mrs. Kunjumol	-	IMO
Mrs. Rupam Singh Nilay	-	IEO
Mr. Rakesh Kumar Jha	-	ISKO

6. **Schools India Competitions**

Essay Competition	-	01/09/16
Drawing Competition	-	02/09/16

P.T.O

7. Independence Day Celebration in the school at 7:15 a.m.

All the students are requested to attend the Independence Day function on Monday 15th August 2016 at 7:15 a.m. We the loyal citizens of our country express love and patriotism towards the Nation by joining the celebration.

Arrival of students of Cl.I –XII to the School on 15th August 2016

- All students shall reach the school at 6:45 a.m. Bus service will be available on Monday 15th Aug.2016 from PTS at 6:40 a.m.

_LKG& UKG – Holiday

_ All students shall wear School uniform for the day.

_ School parade students wear PT Uniform, School Tie and White canvas shoes with white socks.

_ TTS parade students (Boys & Girls) wear School Uniform, School Tie and White canvas shoes with white socks

After the school function all students shall proceed to the TTS ground along with respective class teachers at 8:15 a.m. All students shall remain in silence and observe discipline during the entire programme.

8. Holidays in August & Sep. 2016

18 th August 2016	-	RakshaBandhan
25 th August 2016	-	Janmashtami
12 th September 2016	-	Id-UI – Zuha
17 th September 2016	-	Vishwakarma Puja
19 th September 2016	-	Study leave

9. **1st Semester Exam from 20/9/2016** :Parents are requested to make sure that, your ward is present for all the examination of 1st semester exam. There will not be any retest for the absentees

10. School Fees

Parents those who have not cleared the fee up to September 2016 are requested to clear the same before the Semester Exams.

Principal

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Principal