

Dear Parents

Warm greetings!

A new year unfolds, brimming with possibilities! As Sanskar School gears up for the Academic year 2024-2025, we're excited to welcome our dear students and extend a warm welcome to the new ones.

This circular serves as your guide for a successful start to the year ahead!

As the school policy goes, strive for excellence, we at Sanskar will follow the trend and continue to strive for excellence in our mission to provide the best to our students and create a safe and enriching learning environment at school for them. Our aim is to bring about holistic development in our students and therefore all the activities will be planned and executed with this aim.

Before we start the new session with a lot of enthusiasm, fervor and hopes of accomplishing our set goals for the year, we would like to take the opportunity to inform the students about the school policies which they need to adhere to at all times in order to create a conducive learning environment.

To ensure that we successfully transfer it into our system here are few important points to be noted for the session 2024-25.

- The school reopens for students on Wednesday, 3rd April 2024.
- School timings for the classes are:
Pre-Primary: 8:30am - 1:00pm
Classes I-XII: 7:30am - 2:00pm
- Pre Primary to class V will have a five day working week (Saturday off).
- School timings for working Saturdays :7:30 am to 1:00pm
- All the students should reach school before 7:30am.
- The students should observe punctuality, and regularity in attending the school.
- Students are not allowed to leave school in the mid of the working hours. In case of any emergency a written application duly signed by the parents should be furnished stating the reason for requesting early departure of the student.
- If the student is absent for more than two days a written application should be submitted to the Class teacher.
- Student seeking planned leave should get the leave sanctioned on prior basis by the Principal.
- It is suggested that parents discourage absenteeism from school and encourage their ward to attend the school regularly.

- Leaves during examinations are not allowed and in critical conditions should be informed and sanctioned by the Principal.
- As per the school policy, every student should have mandatory 75% attendance during the session. In case a student does not meet this requirement, he/she will be barred from appearing the exams. Please note and be cautious about the attendance of your ward from the starting of the session.
- Uniform creates a sense of uniformity and belongingness to their Alma Mater. Therefore students are expected to come to school in neat and proper school uniform with prescribed dress code i.e. Girls to tie their hair neatly, boys to have proper trimmed hair. **Students must wear their ID card every day. Please get a new identity card issued in case of loss, change in address and telephone numbers. Reissuing of ID card will be chargeable.**
- Students must not wear or carry any expensive articles to school. If lost the school holds no responsibility.
- To ensure safety of our students it is mandatory for them to wear Helmets and carry their own driving license while commuting by their own two wheelers. They should follow the Traffic rules and mandatory cautions applicable for minors while driving a two wheeler. Students commuting by Bi-Cycles to wear their head gear for protection and safety
- Parents are requested to attend the Open House and meet their ward's teachers to have feedbacks about their ward to interact with their ward's teachers.
- Fill in both the copies of **Pupil's particulars sheets** in the **school almanac** on priority basis. A copy of the same will be retained by the class teacher for future reference.
- You are required to use the page provided in the Diary for Parent's message, if you wish to send any message to the Teacher/Coordinator. Do not call the teachers on their personal numbers.
- The School Diary should be carried to school daily and all visiting days to school.
- Parents are advised to label their ward's belongings with their Name, Grade, and Section.
- Keep a track of the Inter House activities and encourage your ward to participate and engage in the same for overall development of the child.
- **Send only Vegetarian food to school. In your child's tiffin box.** Encourage your child to develop healthy eating habits by sending at least one fruit in their tiffin box and by avoiding keeping junk food for brunch. Students of Primary may carry an extra tiffin to school till they get accustomed to the school timings and working duration.
- Ensure that your ward does not bring or give gifts on his/her/ their friend's birthdays.
- **Mobile phones usage in school is strictly prohibited. Students should not carry their mobile phones to school in case of emergency, school office phones will be made available.**

- **Parents should visit the school website and Social media accounts frequently for latest updates of school events and activities.**
- **School Calendar is planned to share the yearly planning on monthly basis with the students and parents to keep them updated and well informed of the upcoming events every month.**
- **We request our parents to take time to encourage reading habit in their ward by motivating the child to read daily at home. Investing 30minutes in reading everyday will have a huge impact on the child's language and comprehension skills. Reading is the foundation in all subject areas, students who read well perform well in school.**
- The school offers evening games facility to the students i.e. Basketball, Badminton, Volleyball, Soccer, Lawn Tennis, Skating, and Karate. For further queries please feel free to contact Mr. Vinod Kumar Sharma at 9352202880.
- The school has a new edition Equestrian as a sport and offers it to the students of class IV onwards for the same you may contact Ms. Priyanka Swittens at 9166650179.
- The School office and Library will remain open on all working days between 9:00 am to 1:00 pm even during summer vacations. Kindly return the book in good condition as per return schedule to avoid any penalty charges.
- We have counselling facilities for our children and parents. Take benefit of these services if your child faces any problem in studies or future career choices. You can meet the school counsellor by taking prior appointment.
- For concerns and queries feel free to approach us at any point of time to take care of the concerned matter at the early stage.
- Your regular feedback and communication will help us deliver better results and will mutually benefit us in child's progress and growth.

We look forward to form a strong lasting relationship with you as together we can shape the future of the children and guide them for their journey of life at Sanskar School. We solicit your cooperation in instilling discipline and regularity in the children as an addition in their grooming process and develop them as compassionate and responsible citizen of society. Let us together make this year a promising one for all.

With warm regards

Mrs. Neelam Bhardwaj
Principal