

Dear Parents

Warm greetings!

A Fresh Beginning Awaits!

With the dawn of the academic year 2025-2026, Sanskar School eagerly welcomes back our cherished students and extends a heartfelt greeting to all the new members joining our family. Here's to a year full of learning, growth, and opportunities!

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

At Sanskar, we believe in the power of excellence, just as our school policy upholds. We are dedicated to providing the best for our students by fostering a safe and enriching learning environment. With a strong focus on holistic development, every activity will be thoughtfully designed to nurture their growth in all aspects. 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 imbibe it within our system here are a few important points to be noted for the upcoming session 2025-26.

- The school reopens for students on Monday, 7th April 2025.
- School timings for the classes are:
Pre-Primary: 8:30 am-1:00 pm
Classes I-XII: 7:30 am-2:00 pm
- Pre-Primary to class III will have a five-day working week (Saturday off).
- Grade IV and V will have two working Saturdays in a month (3rd and 4th).
- School timings for working Saturdays: 7:30 am to 1:00 pm
- All the students should reach school before 7:30 am.
- The students should observe punctuality and regularity in attending the school.
- Students are not allowed to leave school in the middle 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.
- Students seeking planned leave should get the leave sanctioned on the prior basis by the Principal.

- It is suggested that parents discourage absenteeism from school and encourage their wards to attend 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 a mandatory 75% attendance during the session. In case a student does not meet this requirement, he/she will be barred from appearing for the examinations. Please note and be cautious about the attendance of your ward from the beginning 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 the 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 for the same.
- To ensure the 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 bicycles to wear their headgear for protection and safety
- Parents are requested to attend the Open House to receive feedback on their ward's progress. They may also meet the teachers during stay-back hours on Wednesdays and Saturdays, if needed.
- Fill in both the copies of **Pupil's Particulars sheets** in the **school almanac** on a 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 track of the Inter House activities and encourage your ward to participate in the same for the overall development of the child.
- **Send only Vegetarian food to school in your child's lunch box.** Encourage your child to develop healthy eating habits by sending at least one fruit in their lunch box and by avoiding junk food for brunch. Students of Primary may carry an extra lunch box 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 phone usage in school is strictly prohibited. Students should not carry their mobile phones to school. In case of any emergency, school office phones will be made available.**
- **Parents should visit the school website and Social media handles frequently for the latest updates of school events and activities.**
- **The School Calendar is planned to share the yearly planning on a 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 as a habit in their ward by motivating the child to read daily at home. Investing 30 minutes in reading every day 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 game facilities 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 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 books in good condition as per the 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 a prior appointment.
- For concerns and queries feel free to approach us at any point of time to take care of the concerned matter at an early stage.
- Your regular feedback and communication will help us deliver better results and will mutually benefit us in the child's progress and growth.

A Year of Promise, A Journey Together!

Great things happen when we work together! As partners in your child's learning journey at Sanskar School, we aim to create a nurturing environment where they grow into well-rounded, kind, and responsible individuals. With your support in fostering discipline and regularity, we can make this year truly remarkable—one filled with discovery, achievement, and success!

Best wishes

Mrs. Neelam Bhardwaj
Principal
C.B.S.E.

Mrs. Girdhar Kumari
Principal
International Curriculum