

Respected Parents,

Cir No:- J.S.H.S/260/A/0317

To work hand in hand and polish the skills and personality of the children when they are leaving the warmth of their parents to embrace a new world, here are some particulars which will help you to be a part of their new acquired world.

- Kindly submit the following things to the class in charge on **the 1st day of the school**:
 1. **All books and notebooks**
 2. Stationery
 3. A set of casual clothes to be used in emergency.
 4. A bottle of hand sanitizer.
- All the articles should be properly labelled indicating the name and class of the child.
- There will be 2 breaks: Fruit break and lunch break. Please send two separate tiffins along with a blunt fork/ spoon daily in your child's bag. Please don't over stuff your child's tiffin.
- Kindly follow the diet chart strictly. Please refer to page no. 13 of diary for details.
- Kindly check diary and acknowledge the diary notes by signing them.
- Keep updating us with your revised phone numbers and addresses by filling the performa available at the front desk.
- Girls are required to tie their hair in one/two plaits using sky blue colour hair band. Colouring/Bleaching of hair is not permitted. Girls with short hair will wear a sky blue hair band. Fancy clips and bands other than plain sky blue colour are not allowed.
- Non- Sikh boys should get a haircut at regular intervals. Sikh boys should wear sky blue patkas.
- Fill out information pages of the school diary on Pg.2, 3 & 5. Every 2nd and 4th Wednesday of the month will be a diary day. Diaries will be kept back in school on every 2nd and 4th Wednesday of the month and returned on Thursday after serving a note.
- Half day leaves are not allowed. Please give us prior intimation for a full day leave in the school diary's leave record. In case of emergency leaves, kindly send filled in leave record next day. Leaves for more than three days need to be sanctioned prior by the Principal.
- No ornaments are allowed in school even for religious purpose. Applying heena, nail paint and kohl is forbidden.
- Kindly note that we do not encourage elaborate birthday celebrations in School. Please don't send birthday cakes, goody bags etc. Only one small chocolate/two sweets are allowed to be distributed. Cost of the same being not more than Rs.10 per head.
- **No Bag Day**: Every month one day will be observed as No bag Day which is indicated in the activity calendar, wherein students will be engrossed in various fulfilled academic and non academic activities throughout the day. Child will be required to bring only tiffins and school diary.
- **Mobile app and Students portal**: Mobile App and Student Portal has been introduced in session 2016-17. Parents are requested to keep updating themselves regarding their child's performance by logging in to the student's portal or mobile app. The details of attendance, assignments, HBTs, fees, syllabus, library book issue and return details, examination results, winners of competition (if any) of the child will be uploaded regularly.
- Parents will be receiving automated messages & emails of absence of child and the information for activities and competitions to be conducted in the next coming days. Kindly ensure the presence of your ward on the day of activity or competition as the same will not be conducted again.
- Please be informed that all the circulars will be updated on school's website for your reference.
- **Kindly call at Front Desk (9216100465/9216000465) in case of any complaint.** Your complaints at the front desk will be given a complaint No. and it will be solved within 24 hours.
- The Principal and the wing Co-ordinator can be available by a prior appointment as per the following schedule:-
 - * Principal: 10:00 a.m. to 11:30a.m. (on all working days)
 - * Wing Co-ordinator: 10:00 a.m. to 12:00 noon. (on any working Saturday except 2nd Saturday)
- Session 2017-18 will start from 3rd April, 2017 (Monday) for classes Pre-Nursery to U.K.G.
- School timings:

Pre-Nursery to Nursery	–	09:40 am – 01:30 pm
L.K.G. & UKG	–	09:40 am – 02:45 pm
- **Important links**:
 - School website: www.jesussacredheart.com
 - For updates on events and happenings in school kindly visit:
<https://m.facebook.com/jesussacredheartschool/>

Principal