



Penguin kids

Sector -19, Airoli, Navi Mumbai -400708

Grade : Nur – Sr. KG

PK /01

Date: 06.06.2019

Dear Parents,

Greetings from Penguin Kids. We wish your ward a fruitful academic year 2019-20. You are requested to note the following instructions carefully.

Nursery/ Junior KG / Senior KG :

1. All the stationery items will be kept in school for various curricular & co – curricular activities. Hence you are requested to label all belongings of your child.

Note Books: (Jr. KG and Sr. KG)

1. All must procure prescribed school books and academic stationery.
2. All note books will be kept in the school from Monday to Thursday.
3. All home assignments given through note book & text book on Friday must be returned back on Monday. Hindi note book (Sr. KG) sent on Thursday should be returned back on Friday.
4. Text books and note books should be covered.

Evaluation:

- 1 Students will be evaluated on the basis of Continuous and Comprehensive Assessment.
2. Continuous Assessment will be done throughout the term.
3. Students Progress Report Card will be given at the end of each term.
4. Last week of every month will be an evaluation week.

Academic Support:

1. Jr. KG & Sr. KG students must carry with them pencils and eraser every day.
2. Students should carry the School Almanac daily.
3. Parents must duly fill up all the Forms given in the Almanac at the earliest. These forms are a) About myself b) About my parents c) Health Record d) Declaration form. Declaration form & Health record form must be duly filled and submitted to the Grade Teacher by Monday 10.06.2019.
4. A stamp size photograph of your ward in school uniform must be pasted in the school Almanac.
5. All Saturdays are off days for the students of Pre – primary section.
6. Any chronic or serious illness should be intimated in writing to the grade teacher with case history given by the physician.
7. You are instructed to tie a **green ribbon** on your child's bag **for attention on any notes** sent to the teacher.

Tools for communication:

School issues circulars, guidelines, sms, datesheet etc. to parents from time to time. All must use 1 New Horizon Mobile App or school website for downloading. It is mandatory to check 1 New Horizon App and School website daily for regular updates.

1. New Horizon Mobile App: All parents must install the 1 New Horizon App from Google Play Store. It is mandatory . Circulars, notifications will be sent to parents through this App.
2. **School Website:** www.nhpsairoli.com
3. Letter/ E-Mail : Parents can write a letter addressed to the Principal/ Headmistress or forward a mail if they have something important to communicate about their ward.

Parent Teacher Interaction (PTI):

1. PTI is organized either on 2nd or 3rd Saturday as scheduled.
2. Schedule of the PTI is given in the monthly planner given to the students.
3. Parents are requested to follow the **time slots** which will be intimated later.
4. Parents can clarify their queries regarding academics / activities etc, during the Parent Teacher Interaction or on any working Saturdays.
5. Fourth Saturday of the month will be a day off for teachers.
6. In case of unavailability on that day , prior approval should be taken by the parents through written communication for a different time slot.
7. Parents cannot meet teachers on other working days unless they are called, or in an emergency.
8. Parents must not use Whats App or any other social media for communicating any issues related to their ward or any other ward or issues related to school. All must utilize the proper platforms given for healthy and effective communication.
9. It is mandatory to inform the school about any change in residence contact number or mobile number and address by the parents immediately.

Hair:

1. Boys must have short hair. Fancy haircut is not permitted.
2. Girls with long hair shall braid two plaits with prescribed red ribbon.
3. Girls with hair above shoulder level must wear only the prescribed red band.

Food Habits:

1. Students shall bring only nutritious vegetarian food to school. Eggs are also not allowed.
2. Junk food must be avoided.
3. They must always carry a water bottle with **string** and a dining napkin with them. Water bottle and tiffin box should be labelled. Metallic water bottles should be strictly avoided.

Uniform:

1. Students must carry an extra pair of uniform and undergarments daily in their school bag.
2. During rainy season students must wear the prescribed pattern of black rainy sandals. From October onwards students must wear prescribed black shoes with Velcro (No laces) and blue socks.
3. Students must wear Activity uniform & white canvas shoes on every Wednesday from 3rd July onwards.
4. Students must wear School Identity card around their neck. It is mandatory. Colour code is used for ID card lanyard on the basis of their mode of transport. a) Students commuting by school transport will have Green colour, b) Students commuting by private transport will have Blue colour c) Students collected by parents/ guardians will have Red colour.

Birthday Celebrations:

1. Students birthdays are celebrated in school. Students can wear colourful outfits on their birthdays.
2. Distribution of chocolates is not allowed in school or bus. Gifts of any kind are not allowed.

Discipline and Personal Grooming:

1. Reporting time to school : I shift : 8.15 am, II shift : 11.45 am
2. The school gates will close at 8.35 am (Morning shift) & 12.05 pm (afternoon shift) after which late comers are liable to be sent back home at parent's own risk.
3. Students should maintain personal hygiene, cleanliness in school, at home and in our surrounding. They must be guided about cleanliness. They must not litter anywhere.

School Bus:

1. For students who are availing bus facility, parents must discuss their bus routes with the bus department. Only those who have filled the bus form will be permitted to travel by school bus.
2. It is mandatory to wear the bus tag on your child's shirt and Activity uniform before boarding the bus.
3. Parents or recognized guardians must come to pick up or drop off their ward from school or bus stop as applicable and as per the given schedule.
4. In case of early leave, parents should fill the bus slips (One to be submitted to the security and other to be handed over to the receptionist)
5. If a child misses the school bus and is dropped by the parent, bus slip should be handed over to the bus department and security for dropping back home.

Early Leave :

1. It is mandatory to produce the parent pass while collecting the pupil from the school premises.
2. Parents should submit an authority letter in case your child is to be collected from the school premises by a guardian/other.
3. Leave record must be entered in the school Almanac and also a written application on A4 size paper addressed to the Headmistress/ Principal must be submitted to the Grade Teacher for leave exceeding two days.
4. If a student has to leave early on medical ground of any emergency, parents must fill up the Early Leave form at the Reception.
5. Authorized guardians only who carry their appropriate ID proof & Authority form will be permitted to collect their ward.

Parent ID card: School will issue Parents Pass/ ID to all the bonafide parents. Parents must get this pass whenever they visit school.

You are requested to adhere to the above instructions and guidelines for the convenience of your child & the smooth functioning of the school. Looking forward to your co-operation and support always.

NB : Kindly note dispersal time for Nursery walking & van students till Friday 19.07.19 will be

I Shift – 11.10 am

II Shift – 02.30 pm

With Warm Regards

Principal