

J. SIKILE SCHOOL
Royapeta, NARSAPUR - 534 275

04 July 2014
No.07514

Dear Parents:

Re : **School Dispersal Procedures and General Guidelines:**

We request you to please take note of the following Information:

01. **REPORTING TIME:**

- a) All students should report in time at 8:20 A.M. when the first Bell is given. Classes commence at **8:30 A.M.**
- b) If any student is late due to any compelling reason, Class permit will be issued at the School reception.
- c) Late comers and Uniform defaulters may be sent home after three subsequent warnings in the School Diary.

02. **DISPERSAL:** The Safety of students is our utmost priority and the school security, PETs, Administrative Staff will monitor the dispersal. We request your strict compliance as we implement the procedures w.e.f. 05.07.2014.

- a) **Kindergarten** students will be dispersed at **3:30 P.M.** Parents can pick up their children from the School Foyer and avoid waiting near/inside the School gate.
- b) The First Trip and Non Local Transport students, and Hostellers will be sent first from 3:45 P.M. to 3:55 P.M.
- c) The Local students and Second Trip students will be dispersed at 3:55 P.M.
- d) The parents who pick up or drop their children should avoid parking in front of the school gate or within the traffic barriers as this is causing chaotic situation. Please do not get into argument with the security staff as such we request you to wait beyond the traffic barriers as the intention behind these procedures is your child's safety and convenience.

03. The parents are not allowed to go and meet the class Teacher or any subject teacher during school hours from 8:15 A.M. to 4:00 P.M. Please meet the Helpdesk Co-ordinator with any query/complaint or for any other assistance who will arrange an appointment with the Principal/Vice-Principal/Teacher concerned between 4:30 P.M. and 5:30 P.M. on any working day.

04. All students must wear **ID cards**. New Admissions / Absentees in April,2014 will be issued with the ID cards during the month of July,2014.

05. If any parent wishes to deliver lunch box please label them properly i.e. Name, Class etc. and hand over the box at the School Reception by 12:00 Noon. Gate passes will be issued only in emergencies.

06. The first Parent Teacher Meet will be conducted as per the following schedule in the School Foyer from 3:30 P.M. to 5:30 P.M.:

Friday, 11.07.2014 : Jr.Kg.-Std.IV

Saturday, 12.07.2014 : Std.V-XI

The School will close at 3:00 P.M. on the above two(2) days.



P. T. O.

07. **REVISION & EXAMINATIONS:** Revision Tests will be conducted after the completion of every lesson and before the commencement of SA1, the revision on FA1 & FA2 syllabus will be done thoroughly.
08. **STUDY HOURS:** Study hours for the Hostellers are conducted from **Monday to Saturday** from 5:00 P.M. to 7:30 P.M. in the School premises and are monitored by the residential Teachers. Every Saturday, examination will be conducted on the topics covered from Monday to Friday.
09. **HAND WRITING & READING PRACTICE:** Hand writing practice is given for students who do not have good hand writing, every day in the morning for half an hour i.e. from 8:30 A.M. to 9:00 A.M. and these classes will be extended for Reading practice.
10. **GENERAL KNOWLEDGE TESTS:**

Sl. No.	Name of the Exam.	Subjects	Date of Exam	Exam Fee & Due date	Organized by
1	The Green Olympiad Theme: Our Natural Resources Eligibility – Std.VIII-X	Environmental Issues	03.09.2014	Rs.75/- 15.07.14	The Energy & Resources Institutes (TERI)
2	National Science Olympiad Eligibility – Std.III-XI	Science	18.09.2014	Rs.120/- 16.08.14	Science Olympiad Foundation
3	National Talent Search Exam Eligibility – Std.III-X	G.K.	17.11.2014	Rs.100/- 15.09.14	Silver Zone Foundation
4	National Mathematics Olympiad Eligibility – Std.III-XI	Maths	18.12.2014	Rs.120/- 15.09.14	Science Olympiad Foundation
5	National English Olympiad Eligibility – Std.III-XI	English	20.01.2015	Rs.120/- 15.09.14	"

Students who are interested to participate can remit the fee to the **Librarian Mr. K. Rameswara Rao** as per the due dates.


11. Every Saturday from 5:30 P.M. to 6:30 P.M. action songs are practiced. The Hostellers and Local students who are interested can participate. The Parents should make their own arrangements to drop and pick up the Local students.
12. **ROLE OF PARENTS:** The Parents are important partners in the educational process. Their involvement and encouragement can help a child excel with necessary family support and reinforcement at home.

We encourage active participation of parents and teachers to establish respectful partnership in the best interest of the students.

- We advise you to keep T.V. viewing to a minimum.
- Keep the students away from Facebook and other social networking sites, Computer Games, Video Games or avoid such indulgence altogether.
- Check the Diaries for daily home works and reading portions. Make the children to complete their home work. Please check and sign the Diary every day.

We seek your continued co-operation and understanding in all these matters.

Yours faithfully,
J. SIKILE SCHOOL


K.I. Prityadarshini (Ms.):
PRINCIPAL:



kip / snp :