



15 March 2022

**To the Parents of Class Prep going to Class 1**

Dear Parents,

We are looking forward to working with you to help your child make a smooth transition from Prep to Class 1. We are as excited as you are to begin this exciting journey through Class 1. To ensure the best for your child and for a stimulating year, we would need your continued co-operation. Please make a note of the following points:

1. Please fill in the personal information and the medical information page in the Almanac. Please ensure that the child's blood group is mentioned. In case of any medical history, kindly contact the School Doctor to see if she has the updated records of medication and medical records with her. Kindly inform the class teachers too on Parents' Orientation.
2. **Information for issuing your ward an I-card and other personal details need to be updated on the school website. We request you to login into the school website to update the details. In case there is a change in the uploaded details, you are requested to print out the page and mark the corrections in red and send the paper to your ward's class teacher at the earliest.**
3. Please send two photographs of your ward in school uniform at the earliest.
4. School bags should be simple and not fancy or expensive. We wish to encourage simplicity in our children.
5. The following books/items should be carried every day by the child in the school bag

• English Reader	• Hindi Reader
• Almanac, Pencil Box with 3 sharpened pencils, eraser, sharpener and colour pencils	• Napkin, Water Bottle and the Tiffin box

6. It is very essential that every item used by your child in school is labelled clearly with name, class and section including the shoes.
7. Kindly send the following things according to the schedule given below:

Items to be sent on 6 <sup>th</sup> April 2022	Items to be sent in October
• Art file 1	• Inter leaf notebook 1 English
• Interleaf notebook 1 English	• Five line notebook 1 Hindi
• Five line notebook 1 Hindi	• Square line notebook 1 Maths
• Square line notebook 1 Maths	• Play dough 1
• 4 lines notebook 1 English	
• Fevicol 1 bottle	
• Crayons 1 packet	
• Play dough 1	
• Button Folders 2	
• Jodo Blocks	
• Glue Stick 1	
• Normal White sheets 1pkt	
• Coloured Sheets 1 pkt	
• Pencil colours 1 set	

8. Kindly purchase a mat and an apron from the uniform shop. The mat and apron would be sent home every Friday. Please wash and send both back to school on Monday.
9. It is advised that you get your wards eyes tested at the beginning of the session.
10. Parents and Guardians are not permitted to drop things to school or meet with their wards in the school premises during school hours, unless there is an emergency and children are required to be picked up from school.

**POINTS TO FOLLOW FOR COVID PROTOCOL**

- a. The child should be wearing a mask at all times within the school premises and should carry an extra mask everyday.
- b. They should carry a bottle of sanitizer and a hand towel.
- c. Sharing of stationery is not encouraged during these times.
- d. They should also carry sufficient snacks in their lunch box. Water, lunch boxes will not be accepted at the gate once the students are in school.
- e. Please inform the school if the child or anyone in the family is unwell as precautionary measures and let him/her rest at home till fully recovered.

School will reopen on Wednesday, 6<sup>th</sup> April 2022 for the new academic session. School timings are regular summer timings, details are in the school almanac. **Dispersal for supervision children will take place from GATE NO: 1 at 1:15 pm.** Supervision children will be handed over only to the bearer of the Identity card.

Yours sincerely

Richa Sharma Agnihotri  
Principal