



15 March 2022

**To the Parents of Class 4 going to Class 5**

Dear Parents,

We are looking forward to working with you to help your child make a smooth transition from Class 4 to Class 5. We are as excited as you are to begin this exciting journey through Class 5. 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 pages 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 with her.
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. Unit tests will be held on Wednesdays. The schedule is given in the Almanac. Kindly note that no student will be allowed to leave school after a Unit Test for any reason including, medical unless the school doctor feels the need to send a student home. We urge you not to send your child for a UT in case the child is not well.
4. Please send two latest passport size photographs of your ward in school uniform at the earliest.
5. School bags should be simple and not fancy bags.
6. Text books and note books should be carried to school as per the time table.
7. Please send the following notebooks / material to the school with the child on the first day i.e. 6<sup>th</sup> April 2022 (Wednesday) to be kept in class. The rest should be kept at home.
  - a. 4 single lined notebooks (English / Maths / Hindi/3<sup>rd</sup> Language)
  - b. 2 interleaf, single lined notebooks (Science & Social Studies)
8. It is very essential that every item used by your child in school is labelled clearly.
9. It is suggested that a number lock be used by the children for their lockers. In case they are using a regular lock, a duplicate key with the name tag is to be deposited with the class teacher.
10. It is advised that you get your wards eyes tested at the beginning of the session.
11. Parents and Guardians are also 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 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 the regular summer timings, details are in the school Almanac. **Dispersal for supervision children will take place from GATE NO: 5 at 1:20 pm.** Supervision children will be handed over only to the bearer of the Identity card.

**We look forward to meeting you on Saturday, 23<sup>rd</sup> April 2022, from 08:30am to 09:30am. Please mark this important date in your calendar.**

Yours sincerely

Richa Sharma Agnihotri  
Principal