

Dear Parents,

Welcome to the session 2019-20.

Please note the following :-

1. 1st & 3rd Saturday of every month will be regular school.
2. 2nd & 4th Saturday of every month will be a holiday for the children. (unless otherwise specified)
3. School timings for the months of April and May will be 9:00 am to 12:30 pm (Reporting Time 8:55 am).
4. **School Uniform** :- Please ensure that your ward comes to school in proper school uniform. Girls with long hair will use black hair band, rubber band, hair clips etc. Please note that party wear, fancy dresses and footwear, watches, expensive jewellery, sharp objects, toys etc. are not allowed in school. Your child must carry a small handkerchief every day. One set of **casual dress (not uniform)** with undergarments (properly labelled) should be sent, which will be kept in school.
5. **Lunch Box**:- Please provide your child with healthy, nutritious home cooked food for the interval. We do not allow junk food such as Maggie, chips, namkeen, aerated drinks etc. Do not send too much food as the child may lose interest in eating. Your co-operation will help us inculcate healthy eating habits in the children.
6. **School Bag**:- Give the child a small school bag. A big bag puts undue pressure and affects the posture.
7. **Water Bottle** :- Give the child a small water bottle with straps.
8. **School Diary** :- Kindly fill the student's particulars in the diary and paste passport size photograph of your ward in school uniform to start the process of Identity Card. Check your child's school diary everyday to learn about school announcements, notices, circulars etc. You may also communicate any message to the class teacher through the school diary.
9. **Circulars** :- Look for circulars on school website www.msbschool.com under Downloads Tab.

10. **Medical Aid** :- Please do not send your ward to school in case of illness. In case of an injury first aid is promptly given by a trained nurse and parents are duly informed.
11. Send two passport size photographs of your ward stapled in the diary for class activity.
12. Children learn through observation therefore please ensure that your child watches age appropriate television programmes/movies and the language/behaviour of all family members including domestic help is correct and appropriate for the child.
13. **Birthdays** :- Birthdays are happy occasions. If you wish to share the occasion with other children, please send toffees only to be distributed to the children, expensive chocolates and gifts are not permitted in school. Phone number list of the class students will not be given for personal invitations. No individual invitation cards / letters will be distributed in the school. Requests for your ward's classmate's contact nos. will not be entertained.
14. **Meeting the Teacher** :- Parents may meet the teacher at the Open House (Parent Teacher Meet) or with prior appointment. Second Saturday will be a holiday for teaching staff. In case of an emergency or some urgent matter, please call up the school office and fix an appointment. The parent teacher meeting is meant only for parents. Grandparents, uncles, aunts, neighbours or older siblings are not required. It is very important for the mother to attend the meetings.
15. **Evaluation** :- A system of continuous evaluations of your child's work is followed throughout the year. We will appreciate if you could make your child learn and practice the given tasks on a regular basis in a practice notebook. The session is divided in two terms. **First term** evaluation and assessment will be done in the month of September and **second term** in the month of March. A structured syllabus is followed, however, the teaching method is based on the different learning styles of children and we ensure that the learning process remains fun filled and creative for the children.
16. **Attendance** :- Regular attendance is the key to learning. If your child remains absent frequently, it hampers his / her progress in school. Kindly ensure regular attendance of your ward. In case of leave / absence, send a leave application with reason for leave on a separate sheet of paper. No reminder will be given for this.
17. **School Timings** :- School timings from 1st of July will be 8:30 am to 12:30 pm (Reporting Time 8:25 am).