

Maharaja Sawai Bhawani Singh School

MSBSS/Pri./Year-19-20/01

Date : 03-04-2019

Dear Parents,

Welcome to the session 2019-20.

Please note the following :-

1. 1st and 3rd Saturday of every month will be regular school.
2. 2nd Saturday will be holiday for classes I to V. (unless otherwise specified)
3. 4th Saturday will be a holiday for classes I & II and regular school for classes III, IV & V.
4. **School Uniform** – Please ensure that your ward comes to school in proper uniform. Sports uniform is to be worn on Wednesday and Saturday. Shoes must be labelled for easy identification. Expensive jewellery, wrist watches and costly stationery items are not allowed to be brought to the school. The school will not be responsible if the above mentioned items are misplaced in school. Mobile phones are strictly not allowed in the school. If a student is found to be in possession of mobile phone it will be confiscated and returned after seven days with a fine of ₹1000.
5. **Birthdays** – Birthdays are happy occasions. If you wish to share the occasion with your ward's classmates, please send toffees only. Expensive chocolates and gifts are not permitted in the school. Primary wing children are allowed to wear clothes of their choice on birthdays. No individual birthday invitation cards / letters will be distributed in the school. Requests for your ward's classmate's contact nos. will not be entertained.
6. **Lunch Box** – You ward's tiffin time will be given due attention and importance but we would appreciate if you could train your ward to eat independently. Please send one fruit to be eaten during the fruit break in the morning and a lunch box with a healthy nutritious snack to be eaten in the interval.
7. **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.

8. **Completion of CW/PW** – The school often gets requests from parents to send the note books of classmates of their wards to complete ‘absent’ CW/PW. Kindly note, the subject teachers try their best to get the work done in school itself but sometimes, due to long absence of a student, it is not possible. The parents are welcome to visit the school, with prior intimation, and note down the work, during school hours, in their ward’s notebook/diary. We hope to get complete cooperation in this regard.
9. **Evaluation** – There are no formal examinations till class V. However, Assessments will be continuous & comprehensive and regular graded tests will be taken for which information will be sent in advance. **Sometimes a surprise test may be taken to assess the progress of the child.**
10. **Attendance** – Regular attendance in school is of utmost importance for the all round development of the child’s personality. Keeping the children home for trivial reasons makes it difficult for them to cope with school activities, hence please do not encourage this tendency.
11. **Communication with school** – Update all the required information about your ward in the school diary including a recent passport size photograph in school uniform. ID card cannot be prepared without the complete details of your child. In case of any change, kindly inform the school office for the same through an application. SMS alerts will only be sent for important information on the phone no. given by you in the school diary. Please check the website www.msbschool.com regularly to keep yourself updated with the happenings in the primary wing.
12. **Meeting the Teacher** – Parents may meet the Principal/co-ordinator/teacher at the Open House (Parent Teacher Meeting) or with **prior appointment** fixed through school reception.