

MAHARAJA SAWAI BHAWANI SINGH SCHOOL, JAIPUR
PRIMARY SECTION

MSBSS/Pri./Year-2023-24/Cir. No. 01

Dear Parents,

Welcome to the session 2023-24.

Please note the following:-

1. 1st and 3rd Saturday of every month will be regular school.
2. 2nd and 4th Saturday will be holiday for the Primary Section - I to V. (unless otherwise specified)
3. **School Uniform** – Please ensure that your ward comes to school in proper uniform. Houseuniform is to be worn on Wednesday and Saturday. Shoes must be labelled for easy identification. Expensive jewellery, wrist watches and costly stationery items, costly water bottles are not allowed to be brought to the school. The school will not be responsible if the above mentioned items are misplaced in school.
Birthdays – Birthdays are happy occasions, you may send your child to school in comfortable casual clothes. Please note expensive chocolates & toffees, cakes, sweets and gifts are not allowed to be distributed to other children. Phone number list of other students will not be shared for personal invitations. We must inculcate the value of gratitude in our children. The school undertakes a number of community service activities/projects with children who belong to the less privileged sections of our society. You may send toffees, cakes, food packets, books and toys for these children on the happy occasion of the birthday of your child. Kindly plan ahead for any such activity/gesture with the co-ordinator. Your generosity will go a long way in nurturing the right values in children.
4. **Lunch Box** – Your 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 ensure your ward's lunch box has a healthy nutritious snack to be eaten in the interval.

5. **School Diary** – Kindly fill the student’s particulars in the diary as per the details filled by you in the school admission form and paste passport size photograph of your ward in school uniform to start the process of School 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.
6. **Circulars** – All Circulars are displayed on school website www.msbschool.com under Downloads Tab.
7. **Medical Aid** – Please do not send your ward to school in case of illness. In case of an injury first aid is provided in school 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 absentism.
11. **Meeting the Principal/Co-ordinator/Teacher** – Open House (Parent Teacher Meet) is an occasion to meet the school Principal and teachers. On any other day or in case of an emergency or some urgent matter, please fix a prior appointment with school office to avoid inconvenience. The parent teacher meeting is meant only for parents. Grandparents, uncles, aunts, neighbours or older siblings should not attend the meeting on parents’ behalf.