

Maharaja Sawai Bhawani Singh School

MSBSS/Pri./Year-17-18/ Cir No. 01

Date : 05-04-2017

Dear Parents,

Primary wing of MSBSS extends a very warm welcome to your ward _____ class ___ sec ____.

Primary Co-ordinators: Ms. Saba Nafis and Ms. Richa Sharma

Class Teacher _____

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, III and regular school for classes 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 and a lunch box with a healthy nutritious snack to be eaten in the interval.
7. **Medical Aid** – If your ward is not well please do not send him/her to school as it becomes difficult for the concerned authorities to decide on the course of action. In case of an injury first aid is promptly given by a trained nurse and parents are duly informed.
8. **Evaluation** – As per the CBSE directives there are no formal examinations till class V. However, assessment will be continuous and comprehensive and regular graded tests will be given for which information will be sent in advance. Sometimes a surprise test may be given to assess the progress of the child.
9. **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.
10. **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. 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.msbsschool.com regularly to keep yourself updated with the happenings in the primary wing.
11. **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 or by sending a note in the school diary.