

Dear parents,

Kindly fill up the student's details in the first page of the school diary and go through the student's daily. All remark must be read and signed by the parents. Any change in address or mobile number should be immediately informed to the school.

Parents should ensure that their ward reaches school on time (07:50 latest) before the school assembly.

It is not allowed o take your ward in between school hours. If your ward is unwell, do not send him/her. Always send an application for leave stating the reason.

It is mandatory for every student come to school in neat, clean and proper uniform from the school. Wearing tie is made compulsory for class 1st to 7th

Wearing shorts is compulsory for all classes of girls with skirt.

To include good table manners please send following things along the Tiffin box-Napkin, spoon/ fork. No chocolates, biscuits, chips and fast food like maggi, choumin to be send in Tiffin.

Parents are requested to deposit the 2nd installment of the school tuition fee of your ward as follows before 10th July 2017. Kindly ensure that the school fee is paid on time. Reminder cause unnecessary embarrassment to the child.

Exam schedule will be-

Class Nursery to II	class III to VII
1st semester – September month	1st unit test – july month
2nd semester – December month	Quarterly exam – September month
3rd semester – March month	2nd unit test – November month
	Half yearly exam – December month
	Final exam – March month

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