

Dear Parent,

On successfully completing the session 2022-23, we hope that your ward is now equipped and equally passionate to initiate a new chapter of learning. We feel immensely fortunate and indebted to our parents who supported us throughout the year with their love and trust. This year we hope to streamline systems to the next level of excellence to communicate even more effectively with you.

**The new academic year 2023-24 will begin from Wednesday, 15<sup>th</sup> March 2023. The school timing is 8.15am-3.20pm.**

**Kindly fill the attached student profile form ( Mandatory for all the students):**

<https://forms.gle/W8YSv1d3ktaLk4zV6>

Few important dates for the academic year 2023-24 for your reference

Date/Day	Event
15 <sup>th</sup> March 2023, Wednesday	New Session 2023-24 begins for Grades PPI-X
22 <sup>nd</sup> March 2023, Wednesday	Ugadi- Holiday
30 <sup>th</sup> March 2023, Thursday	Ram Navami-Holiday
5 <sup>th</sup> April 2023, Wednesday	Babu Jagjivan Ram's Birthday- Holiday
7 <sup>th</sup> April 2023, Friday	Good Friday- Holiday
14 <sup>th</sup> April 2023, Friday	Dr. Ambedkar Jayanti-Holiday
26 <sup>th</sup> April 2023, Wednesday	Last Working Day ( May vary as per GO)
5 <sup>th</sup> June 2023, Monday	For Grades III-X: School reopens after summer break(May vary as per GO)
7 <sup>th</sup> June 2023, Wednesday	For Grades Nursery-II: School reopens after summer break(May vary as per GO)

## SCHOOL ALMANAC, TEXTBOOKS, NOTEBOOKS & UNIFORM

✚ School almanac, textbooks, notebooks and uniform will be available at school in the month of March. The dates will be shared shortly.

✚ Parent are requested to buy black Velcro shoes for the kids. No other shoe patterns (colours) will be accepted. Parents are requested to select the shoes from Reebok/ Puma brands.



✚ School will provide Uniforms, belt and socks.

✚ Stationary and other school related stuffs need to be purchased by the parents.

## PARENT ORIENTATION PROGRAMME

✚ The orientation for the parents will be conducted on 9<sup>th</sup> & 10<sup>th</sup> March 2023. The further details pertaining to timing and slot will be shared shortly.

✚ It is important for the parents to attend the orientation session in order to understand the revised system of the school and also for the smooth functioning of the school

## FEE STRUCTURE

✚ **The tuition fee, transportation fee and food fee for the existing students is hiked to 10% from their existing fee.** Parents are requested to pay the fee as per the given schedule. Kindly pay on or before the given date.

<b>Installment</b>	<b>On or before the given date</b>
1 <sup>st</sup> Installment	Friday, 10 <sup>th</sup> March 2023
2 <sup>nd</sup> Installment	Saturday, 10 <sup>th</sup> June 2023
3 <sup>rd</sup> Installment	Sunday, 10 <sup>th</sup> September 2023
4 <sup>th</sup> Installment	Sunday, 10 <sup>th</sup> December 2023

✚ The fees can be paid physically at school between **10.00am-1.30pm (Monday- Saturday)** or can be paid **online** to the below given account. Kindly follow the timelines as it helps in smooth functioning of the school system.

✚ Rs 1000 are the late fee charges for each quarter. In case the fees are not paid on time, this amount will be collected before the session ends. No further discussion will be entertained for the same.

Account Name	<b>SRI SURYA EDUCATIONAL SOCIETY</b>
Bank	<b>HDFC BANK</b>
Branch	<b>INCOME TAX COLONY, TELEPHONE COLONY, RAMAKRISHNAPURAM.</b>
Account Number	<b>50200032166805</b>
IFSC Code	<b>HDFC0004338</b>

✚ The screen shot of the payment need to be send **only to Mrs. Usha (Admin Officer)- 9100003009**. Please remember to mention your ward's name, class, section.

✚ All outstanding dues for the academic year 2022-23 need to be cleared on or before Monday, 27<sup>th</sup> February 2023.

### **FOOD&TRANSPORT**

- ✓ Transport and food fee need to be paid in two terms. It will not be calculated on Monthly/daily basis; it will be calculated only on term basis.
- ✓ The given fee structure for food and transport mention here is calculated for the complete academic year.

<b>Installment</b>	<b>On or before the given date</b>
Term I (15 <sup>th</sup> March'23- end of September )	Wednesday, 1 <sup>st</sup> March 2023
Term II ( 1 <sup>st</sup> October'23- 2 <sup>nd</sup> March'24)	Sunday, 10 <sup>th</sup> September 2023

✚ We request the parents to pay the first term food and transportation fee on or before 1<sup>st</sup> March 2023, this will help us to proceed with the further process. Hope you will understand and do the needful.

**School Transport:**

- ✚ School transport need to be availed both the ways. One way transports will not be provided.
- ✚ The students will be dropped near the main roads. Door step dropping is not available.
- ✚ Parents are requested to personally see off and receive their ward at the bus stop.
- ✚ Lady attender will be accompanying the students in all the bus routes.
- ✚ GPS tracking services will be provided.
- ✚ The students will not be dropped in the respective stops if the concern person will not come to pick up the child.
- ✚ Routes cannot be changed except emergencies.
- ✚ Transport should be opted only in the beginning of the academic year. Late request will be considered only based upon the availability of the routes and seats.
- ✚ Request of change in the routes for a day or two will not be entertained other than genuine cases.
- ✚ All the food and transport related queries should be mailed to the concerned department keeping Principal's mail ID in CC.
- ✚ Food and Transportation fee need to be paid in terms irrespective of the date of joining. Parents can decide as per their requirements.
- ✚ If any parents wish to pick their ward for any reasons, then they need to inform the admin only. Drivers should not be contacted for the same.
- ✚ Refrain from calling the drivers while they are driving. For assistance contact the transport In charge Mr. **Shashank- 9848752005**.

### **Own Transport:**

To ease out the school dispersal at 3.20 pm the school has come up with the following guidelines

- ✓ Kindly pick your child before 3.40pm. The admin will be available in the school premises till 3.50 pm only. In case of any delay due to unavoidable situations, then kindly call the admin and inform the same. This will be helpful for them to take care of your ward till you reach the school.
- ✓ The vehicles should not be parked in front of the gate. Kindly use the parking lot.
- ✓ Own transport student can't avail the school transport.

## Food:

- ✚ School food students will be provided with healthy breakfast, lunch and snacks.
- ✚ Home food students need to carry their own napkins, spoon, water bottle and other belongings.
- ✚ During unavoidable situations students can avail the school food by paying per day cost.
- ✚ Teachers and care takers will help the students in having the food.
- ✚ School food sample menu is attached with this circular for your reference.
- ✚ School food menu will change on weekly basis.
- ✚ Home food students also can opt for school food by paying Rs. 200/- per day.

## COMMUNICATION

- ✚ The mode of communication by the school will be done only through School Almanac/Email or Next Education App.
- ✚ Next Education App details will be shared shortly.
- ✚ Parents/guardians are requested to check the school almanac of their ward daily and note the instructions/ Remarks made in it. It should be seen and countersigned by parents daily as a proof that remarks have been read. Failure to do so may defeat the purpose of communication.
- ✚ Please be sure to inform the school if there is any change in your address or telephone number by submitting an application/mail to the admin officer.
- ✚ Check the Next Education APP and website regularly. Keep yourself updated about school activities & other information.
- ✚ You can meet the Principal and teachers with prior appointment from the school admin. Please avoid contacting the Principal or teachers over the phone. Meeting the Principal with prior appointment will be appreciated as she has to make herself free to address your concerns. In case of serious issues, parents can directly meet the Principal without any prior appointment.
- ✚ Parents can convey their concerns regarding their wards to the class teacher. In case your concerns are 'not addressed', then either a mail may be sent to the Principal / Co-ordinator or can take prior appointment to meet physically, depending upon the gravity of the matter.
- ✚ School believes in **direct interaction with parents only**, for matters related to Academic performance / Behavioural issues & any other administrative requirements of child to prevent any misunderstanding.
- ✚ Kindly refrain from calling the teachers directly. The concerns should be addressed only via, school almanac note/ Email only.
- ✚ Refrain from calling the Coordinator and Admin after 5 pm. A text message can be dropped to the admin/coordinator for normal concerns/queries.
- ✚ Kindly follow the hierarchy for any concerns or queries.

## **EXAMINATION AND PROMOTION**

- ✚ Missing out on Periodic Test/ Half Yearly / Annual Exam directly affect the academic growth of the students to the next class and also the purpose of keeping the examination, making them learn the pattern of examination ,etc gets defeated .
- ✚ Please take these Tests/Evaluations seriously and avoid absenteeism for the betterment of your ward.
- ✚ Re-exam will not be conducted except medical emergencies. In such cases medicate certificates are must.
- ✚ Kindly refrain from planning any functions / vacations during exam days. Please check with the school almanac for exam days. Exam protocol should be adhered by the students.

### **NEXT EDUCATION:**

- ✚ Next Education provides communication web and mobile app for parents and students through which they can receive school announcements, Class assignments, Events, Progress Report Card, Pay Fee Online view school messages etc.,
- ✚ Next Education login details will be shared shortly as a normal SMS to the parent's registered mobile number.

### **OXFORD ADVANTAGE DIGITAL LEARNING (Grade PPI- V)**

- ✚ Oxford Advantage, an online learning programme designed to cater to age and curriculum-specific learning requirements.
- ✚ Oxford Advantage is an easy-to-use programme that can benefit both teachers and students. Each chapter is divided into multiple concepts. Teachers can create notifications, assessments, learning links and assign those to students. Frequent revision of concepts, extensive and thorough practice, together with games and simulations, make the learning process engaging without being intimidating. Students can revise classroom lessons and solve questions at their own pace anytime, anywhere. The individualized performance analysis reports make it easy for students, their parents and teachers to track progress and assess learning. Teachers can use Oxford Advantage to assign homework to their students, check on their progress and share additional learning resources with them.
- ✚ To access Oxford Advantage, you will need a computer with an internet connection to access the URL <https://oxfordadvantage.co.in/OxfordAdvantage/School/Default.aspx>
- ✚ The Welcome Letter will be shared to the parents shortly.
- ✚ Oxford Advantage Digital learning orientation also will be conducted shortly.

## **GENERAL INFORMATION**

- ✚ WhatsApp group will be deactivated after the end of this academic year.
- ✚ School will be functioning from Monday to Friday for Grades Nursery to II.
- ✚ For Grades III to X , 2<sup>nd</sup> Saturday will be off. All the other Saturdays will be a working day for Grades III-X.
- ✚ No request for change of section is entertained. Students need to get adjusted with all the students.
- ✚ Motivate your child to maintain a proper code of conduct. Any misbehaviour / indiscipline and damage to school property may lead to serious consequence (disciplinary action).
- ✚ No sharp objects namely blade, knife, scissors, needle should be sent to school to ensure safety.

- ✚ Parents and guardians must not visit their wards or teachers in the class rooms.
- ✚ Electronic gadgets (mobiles, i-pod, play-stations, audio / video players, camera etc) are not permitted inside the school premises.
- ✚ Parents must ensure that their wards join the school on the notified date at the beginning of the term or after each vacation.
- ✚ Parents to revise lessons done in class and check that child do the homework regularly. Parents should take active and helpful interest in the activities of the school. Parents are requested to ensure that the child submits the Assignments and Projects on time. This will be helpful for the child's academic progress.
- ✚ Almanac / Annual Planner / website will provide information about exam dates, holidays, PTM's, Fees and academic pattern of child. Please check it regularly and stay updated.
- ✚ Students should carry their own mask and sanitizer regularly.
- ✚ Please mark all the belongings of your ward with his/her name, class and section
- ✚ Do spend quality time going through note books especially on weekends
- ✚ Taking leave during working days is strongly discouraged. **Parents are responsible to make up for the loss of studies in case of leave taken.** The school will expect these students to be at par with the class in every way and that will have to be ensured by the parents.
- ✚ Ensure that your child does not bring any valuable articles to school. In case of loss of valuables, the school will try its best to trace the item but will not be responsible for the loss.
- ✚ Gifts and Valuable articles like watches, gold/ diamond jewellery (chain & danglers), facial make up like eye makeup, nail art & mehndi decorating on arms & feet, body art (Tattoo) is strictly prohibited in the school.
- ✚ Parents to ensure that their wards attend school in neat and well ironed, proper uniform. Boys with short and decent haircut (not in fashionable or military cut) and girls with plaits or pony as the case may be.
- ✚ **Child will not be sent from school with half day leave** on pretext of any reason. In case the child is not medically fit to attend the school, then it's advisable to have proper care and rest at home. For other miscellaneous reasons (home functions, marriage, birthday etc.), kindly check the priority and take an appropriate decision. In case of such events also let the child not attend the school for full day .
- ✚ Except medical issues/genuine concerns, the child will not be permitted to go home during the school hours. Any request or application in this regard will not be entertained.
- ✚ If a child is found unwell while at school or gets injured while playing, then school will inform parents immediately and will be allowed to collect their ward from school for further course of action. The school will take the responsibility of taking the students to the hospital for medical emergencies.
- ✚ You are requested to ensure that the birthday celebration of your ward in the school is confined to his/her classmates only and should be on a modest scale.

### **IMPORTANT CONTACT NUMBERS AND MAIL ID's**

<b>Name</b>	<b>Designation</b>	<b>Contact Number</b>	<b>Mail ID</b>
Mrs. Renu Chakraborty	Principal	9346892973	<a href="mailto:principal@avnvidainternationalschool.com">principal@avnvidainternationalschool.com</a>
Mrs. Brittolina	Coordinator	9248011444	<a href="mailto:coordinatoravnvis@gmail.com">coordinatoravnvis@gmail.com</a>
Mrs. Usha	Accounts Officer	9100003009	<a href="mailto:avnvidainternationalschool@yahoo.com">avnvidainternationalschool@yahoo.com</a>
Mr. Shashank	Admin Officer & Transport Incharge	9848752005	<a href="mailto:aoavnvis@gmail.com">aoavnvis@gmail.com</a>

Your unflinching support, co-operation and faith, inspire us to raise the bar for ourselves. We look forward to a continued meaningful and constructive academic engagement with your ward.



Principal