



# CALCUTTA PUBLIC SCHOOL, ORMANJHI

Ormanjhi, Ranchi, Jharkhand

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**CPS/ORM/CIR/04/2020 -21**

**21.03.2020**

## **CIRCULAR TO PARENTS/GUARDIANS (I TO VIII)**

Welcome Dear Parents / Guardians,

I extend our warm greetings to you and welcome you and your ward(s) to our institution where, we try our best to groom and guide the children to be good citizens of our country. As the session moves on, you will observe, the gradual blossoming of the latent faculty of your ward. However, the process of personality development of the child also calls upon you to strengthen the bridge between teacher at school and caretaker at home. It is to this end I would like to draw your kind attention to some of the points that follow:

1. The new session 2020 – 2021 begins on and from 15-04-2020.
2. We especially want to be assured of the student's regularity in attendance, as attendance at school holds the key to proper academic and personality development.
3. In the interest of the children I would request the Parents / Guardians not to allow them to come to school with any valuables such as, watch or any form of jewellery.
4. Students must bring clean handkerchief every day.
5. Kindly inform us if any of your wards are under special medical treatment. Please submit related documents.
6. Students must come to school in neat and clean school uniform with polished shoes. Students must have proper hair-cut and nails properly pared.
7. **Timing – The school in the new session – 2020 – 2021 will run as per schedule given hereunder:**  
**School Timing:**  
I to VIII: 8:00 a.m. to 2:00 p.m.
8. **Stationery –**
  - a) Dates for photo session of the Identity Cards will be announced later. However, guardians are requested to fill up and submit forms for permanent I. Cards. Meanwhile, temporary I. Cards will be used in lieu of permanent I. Cards.
  - b) The ID – Card Form is inside the Diary.
  - c) Enquiry regarding transport facility such as charges, routes, timing etc. will be entertained in our school office from 21-03-2020. Separate forms and for bus facility to be filled up by the concerned Parents/Guardians.
  - d) For diaries, ties, Belt etc. guardian may enquire the school enquiry counter from 21.03.2020 onwards.
  - e) Book –list for each class is available in school website.
  - f) Interested Parents/Guardians may contact the school counter for Day Boarding.

**Note: - School does not authorize any shop so parents are free to buy the books from any shop.**

**N.B. i) Names of the pupils will be entered in the Attendance Register only after the Annual charges (maintenance) have been paid off.**

Finally, you are requested to ensure that your ward has been properly equipped with all the requirements before the commencement of the new session i.e. 15-04-.2020

## **ADMISSION GOING ON FROM NURSERY TO CLASS VIII**

Thanking you and soliciting your co-operation ever in future

With Thanks

Principal