



CALCUTTA PUBLIC SCHOOL, ORMANJHI

Ormanjhi, Ranchi, Jharkhand

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CPS/ORM/CIR/02/2020 -2021

21.03.2020

CIRCULAR FOR PARENTS/GUARDIANS OF NEW ENTRANTS (I – VIII)

Welcome Dear Parents / Guardians,

I extend our warm greeting 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 is under special medical treatment. Please submit related documents.
6. Students must come to school in neat and clean school uniform with polished shoes. Student 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 02:00 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. The ID – Card Form is inside the Diary.
 - b) Students Diary, Identity Cards forms etc. will be available at the school counter.
 - c) Parents / Guardians those who are interested to avail Bus facility for their wards may contact the school counter for Bus forms.
 - d) Book –list for each class available in school website.

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

ADMISSION GOING ON FROM NURSERY TO CLASS VIII

Thanking you and soliciting your co-operation ever in future

With Thanks

Principal