CALCUTTA PUBLIC SCHOOL, ORMANJHI

Ormanjhi, Ranchi, Jharkhand

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CPS/ORM/CIR/03/2020 -21 **21/03/2020**

CIRCULAR TO PARENTS/GUARDIANS OF

(PRE – PRIMARY SECTION)

Dear Parents / Guardians,

WARM WELCOME TO YOU AND YOUR WARD,
We would like you to note the following:

1. The school ushers in its new academic session 2020 -2021 from 15-04-2020. We seek your full co-operation in maintaining of high standard in the schooling of your child. We especially want to be assured of the student's regularity in attendance, for attendance at school is the key to the desire level of success.
2. The school in the new session 2020 – 2021 will run from 08:00 a.m. to 12:00 noon. for classes - Lower Nursery, Upper Nursery & for Transition.
3. Kindly inform us if any of your wards are under special medical treatment. Please submit related documents.
4. Parents/guardians of students of L.N, U.N and Transition are requested not to send the stationary items such as, worksheet, exercise books, charts, pencils, sharpener, eraser, gum, colour pencils, CD^{s}, play item etc. with their kids to avoid the unnecessary wastage of these items.
   I. Student's Diary, Identity Cards forms etc. will be available at the school from 24-03-2018. Temporary Identity Cards will be issued from the school counter and such I. Cards will be used until the permanent I. Cards have been issued. Guardians are requested to fill up the forms for permanent I. Cards. Dates for photo session of the Identity Cards will be announced later on. The Id – Card form is inside the diary.
5. Students must have name – slips pasted on Tiffin Box, Water Bottle and Bag.
6. Napkin with the student must be neat and clean. It should be changed every day.
7. Parents/Guardians of the kids are requested to note that there should be no valuable item, such as, watch, jewellery, gold rings etc. in the possession of their ward.
8. Enquiry regarding transport facility such as charges, routes timing etc. will be entertained in our school office from 21-03-2020. Separated forms and bus cards for bus facility to be filled up by the concerned Parents/Guardians.
9. Book –list for each class is available in school website.

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.

ADMISSION GOING ON FROM NURSERY TO CLASS VIII

Thanking you and soliciting your co-operation ever in future

With Thanks

Principal