



# CALCUTTA PUBLIC SCHOOL, ORMANJHI

Affiliated to CBSE, Delhi (10+2) (Affiliation No. 3430600)

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## CIRCULAR FOR PARENTS/GUARDIANS OF NEW ENTRANTS (PRE – PRIMARY)

**CPS/ORM/CIR/01/2023-24**

**06.03.2023**

Welcome Dear Parents / Guardians,

I extend my 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 2023-2024 begins on and from 03-04-2023.
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. Student must have Name – slips pasted on the Tiffin box, Water bottle and Bag.
5. Napkin with the student must be neat and clean. It should be changed every day.
6. To avoid problem in course of the school hours extra set of school uniform with the child is required.
7. Kindly inform us if any of your wards is under special medical treatment. Please submit related documents.
8. **Timing – The school in the new session – 2023-2024 will run as per schedule given hereunder:**

### **School Timing:**

L.N, U.N & TRANSITION: 8:00 a.m to 01:30 p.m.

### **9. Stationery –**

- a) Parents/guardians of students of L.N, U.N and Transition are requested not to send the stationery items such as, worksheet, exercise books, charts, pencils, sharpener, eraser, gum, colour pencils, CD<sup>s</sup>, play item etc. with their kids to avoid the unnecessary wastage of these items.
- b) Temporary Identity card will be issued from the school counter such I. Cards will be used until the permanent I. Card has been issued. Guardians are requested to fill up the forms for permanent I. Cards. Identity Card must be shown at the school gate Date for photo session of the Identity card will be announced later on. The ID – Card form is inside the Diary.
- 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 IX & XI**

Thanking you and soliciting your co-operation ever in future

With Thanks

Principal