



INDIAN SCHOOL, RAIGARH

C.B.S.E. Affiliation No. 3330099,

Near SECL Colony, ATTARMUDA, RAIGARH (C.G.)

Phone: 8966996611, 8966996633 E-mail: principal.indianschool.rgh@gmail.com

Date-07-03-2022

Parental Circular
Circular No – 1

“Change is the end result of all true learning.”

Dear Parents

Thank you for opting Indian School for your ward. We hope your child’s education will be pleasant over here. We would like to welcome you and your ward in our Indian School family.

On behalf of the staff at Indian School, I am happy to welcome you to the 2023-24 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child’s education. As partners, we share the responsibility for our children’s success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child’s learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day’s learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school and go on to college

We are mentioning a set of our school rules so that you and your child can review them together. If you have any questions about the rules and expectations, please feel free to contact the Principal, Coordinators or to discuss them with your child’s teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behaviour for a safe and productive school year.

1. Result Declaration: - Result declaration will be on 13/03/2023 from 9:00 AM to 11:00 AM for Classes Nursery to VIII. **It is mandatory to deposit the payable fee up to March 2023 before collecting the Report Card.**

2. School and Bus Fee: -

- i) The total Tuition Fee for Class Nursery to VIII will be taken in ten monthly instalments (i.e. April to March, except May and June.) for facilitating the parents. The total Tuition Fee for Class IX to XII will be taken in eight monthly instalments (i.e. April to January) for facilitating the parents. The fee details are available on the school website. (www.indianschoolraigarh.in)
- ii) The Bus fee for the whole academic year must be paid with the 1st instalment of the fees. Bus facility will be given as per government instruction and only after filling the new bus form and payment of Bus fee. Provide the latest information (change of address, mobile/phone numbers etc.).
- iv) Fee payment to be done in between the dates 1st to 10th of each month. After that late fee of Rs. 10 will be charged per day and no waiver for late fee will be entertained.
- v) Fees once paid will neither be refunded nor be adjusted under any circumstances.
- vi) To facilitate Parents, the school has **opted for cashless transactions**; the monthly tuition fee is to be paid **through the School website** online or you can deposit it to IDBI bank using **Challan** which can be downloaded **through the website**.

3. Transfer Certificate: - Those who want to take Transfer Certificate; they must submit the TC applications (in the

given format) on 13/03/2023, failing which they have to pay re-admission charge with one month fee. Transfer Certificates will be issued on 1st of April (timing 02:00 PM to 03:00 PM) **only after all the levy towards the school has been cleared by the parents. Requisitions for early issue of T.C. will not be entertained in any respect.**

4. School Timing with effect from 23/03/2023 will be as follows:

- a) Grades III to XII - 07:20 AM to 01:30 PM
- b) Grades Nursery to II - 08:20 AM to 12:30 PM

5. School Uniform: - The students are expected to wear complete school uniform. **The new school uniform is available in the market.** Relaxation in this regard will not be entertained. Students ought to wear clean and ironed uniforms. All students are expected to adhere to following dress code:

<p>Summer Formal Uniform for Boys Nur - II - Half Sleeve Soft Cream Shirt with Striped Black Shorts, School Tie and School Belt, School Shoes and Shorts. Boys - III - XII - Half Sleeve Soft Cream Shirt with Striped Black Trousers, School Tie and School Belt, School Shoes and Shorts.</p>	<p>Summer Formal Uniform for Girls Nur - II - Half Sleeve Soft Cream Shirt with Striped Black Skirts, School Tie and School Belt, School Shoes and Shorts. Boys - III - XII - Half Sleeve Soft Cream Shirt with Striped Black Skirts, School Tie and School Belt, School Shoes and Shorts.</p>
<p>Winter Formal Uniform for Boys Nur - II - Half Sleeve Soft Cream Shirt with Striped Black Shorts, School Tie and School Belt, School Shoes and Shorts, School Blazer. Boys - III - XII - Half Sleeve Soft Cream Shirt with Striped Black Trousers, School Tie and School Belt, School Shoes and Shorts, School Blazer.</p>	<p>Winter Formal Uniform for Girls Nur - II - Half Sleeve Soft Cream Shirt with Striped Black Skirts, School Tie and School Belt, School Shoes and Shorts, School Blazer. Boys - III - XII - Half Sleeve Soft Cream Shirt with Striped Black Skirts, School Tie and School Belt, School Shoes and Shorts, School Blazer.</p>
<p>Sports Uniform for Boys Nur - XII - Track Suit with House colour T-Shirts</p>	<p>Sports Uniform for Girls Nur - XII - Track Suit with House colour T-Shirts</p>

- House Uniform is to be worn every Wednesday & Saturday (Grade Nur - XII)
- Girls with shoulder length hair should wear a ponytail with black hair band, beyond shoulder length hair should tie in a single or double plait.
 - Girls and Boys with short hair must get a regular haircut done.
 - Sikh boys may wear a White/Navy Blue patka or turban.
 - Students must clip their nails regularly to ensure safety against diseases, accidental injuries and should desist from wearing nail paint, kohl, cosmetics, jewellery, steel kada etc. during school hours.

iv) All Saturdays will be half day for students of Classes Nursery to XII. Third Saturdays won't be holidays. School Timings for Saturdays will be as follows:

- a) Grades III to XII - 07:20 AM to 11:30 PM
- b) Grades Nursery to II - 08:20 AM to 11:30 PM

7. New Implementation

i) Our School plays a pivotal role by channelizing the energy of the students into fruitful direction of personality development through extracurricular activities. To develop the various facets of personality in students new implementation of various activities will be initiated from the new session i.e. March 2023-24 on Saturdays. Classes X and XII will have different literary activities on Saturdays. **Special emphasis and individual care will be given for teaching different activities to enrich and encourage their creativity: -**

- a. Music, Dance, Art and Drawing, Sports.
- b. Clay Moulding, Calligraphy, Skating, Yoga.
- c. Emphasis on Reading, Writing, Vocabulary and Spoken Skills.
- d. Poem writing, Article writing, Platform skills,
- e. Preparation for external exams, Competitive exams, and various external competitions and programmes.
- f. Study tours and excursions will be conducted.

8. Summer Vacation :-

i) For Classes Nursery to XII – 24/04/2023 to 15/06/2023 (Extra classes for classes X and XII will be from 24/04/2023 to 15/05/2023 and from 01/06/2023 to 14/06/2023. Timing for extra classes will be 7:30 am to 11:00 am).

ii) The school office will, however, remain open throughout the summer vacation, from 08:00 AM to 11:30 AM.

iii) No extended leave will be entertained after summer vacation.

9. Please send the school almanac regularly to the school. It forms an important mode of communication between you and the school. The Annual planner for the session 2022-23 will update you the details of all activities, tests, exams, and holidays. So, kindly go through it regularly and thoroughly and keep sending your comments and suggestions to the concerned teacher through written notes.

10. Books and Notebooks: - Books for the new session can be bought from the market as per the new curriculum. All books brought to school should be well covered and labelled. Students must carry their books and notebooks as per the daily timetable.

11. Personal Items: - Every item i.e. water bottles, lunch boxes, 2 Napkins, Pencil boxes, blazers, caps etc should be labelled with full name and class. The school will not be held responsible for any damages or loss of personal items. Avoid children wearing gold dangling jewellery or watches. **Digital watches are strictly prohibited. Carrying mobile phones, pen drives and expensive gadgets to school is strictly prohibited.**

12. Parents Teachers Meet (PTM):- The PTM forms an important mode of one to one communication with the teacher concerned and should be taken seriously. You are expected to look forward to this opportunity to get the best of your child and together hand in hand. We can grow your child to his/her potential best. The PTM dates have been mentioned in the yearly planner. **Attending the PTM is compulsory.** However, a prior appointment needs to be made by writing a note in the Almanac or contacting the front office.

13. Visiting hours: - The visiting hours for parents to meet the Principal is 10:00 AM to 12:30 noon on working days. Kindly do not request meeting the Principal without prior appointment.

14. For New Students: - It is expected that you have taken due care in submitting the essential documents during the time of admission in the school. However, if any relevant document is still pending, it should be submitted in the school office at the earliest otherwise the admission will be considered cancelled.

15. Bus facilities for students will be provided as per the discussion at the time of bus admission.

16. Students who commute to the school using their own transportation should compulsorily wear helmets. In case a student is found not abiding by this rule, they will be sent back home.

Thank you once again parents for helping to make this year at Indian School a memorable one. Your trust and encouragement are our greatest motivation. I wish all our students, parents, staff happy and safe schooling in the new session.

With sincere regards
Indian School

Web site-> www.indianschoolraigarh.in

Phone nos. Front Office : - 8966996611; Principal:- 8966996622 ; Fee Counter:- 8966996633

Principal's Email id-> principal.indianschool.rgh@gmail.com

Front Office Email id-> office.indianschool.rgh@gmail.com