



ST. XAVIER'S KINDERGARTEN RAMPURA PHUL

Circular No: C/2024-2025/01

Date:27/03/2024

"Nothing is predestined. The obstacles of your past can become the gateways that lead to new beginnings".

Dear Parents/ Guardians,

Welcome to the new academic session 2024-25! The academic session 2023-24 has definitely been challenging for all of us, as we unlearned the '**old ways**' of doing things and relearned several '**new ones**'. We are extremely proud of the resilience exhibited by our young learners who have wonderfully coped with the challenges and difficulties that came packaged with an ever-changing educational scenario. A word of gratitude for our ever-supportive parents, who kept pace with the school and extended full cooperation. Let us, all together look forward to stepping into the new academic session 2024 – 25 with our eyes set at the zenith of success and glory.

We as a school are committed for facilitating the best and efficacious school systems. Parents are requested to note the following guidelines pertaining to the school functioning:

1. **School timings**– For Class-L.KG

From 3rd to 5th April- 08:30 a.m. to 11:00 a.m.

From 6th April-

I. **(Summer) Monday – Friday: 07:30 a.m. – 12:30 p.m.**

Saturday: 07:30 a.m. – 11:00 a.m.

II. **(Winter) Monday – Friday: 08:30 a.m. – 01:30 p.m.**

Saturday: 08:30 a.m. – 12:00 p.m.

2. **School Almanac** –

I. Wherever details of ward are to be filled in school almanac (cover page, personal card etc.), they are to be filled with **Blue Pen** and in **Capital letters**. The student's recent passport size photograph should be pasted in personal card.

II. To be brought daily and duly signed by parents for either homework or teachers remark, if any, after careful checking.

III. In case of any discrepancy/queries, meet the school authorities or communicate with concerned teacher through a written note.

IV. Several instructions are put in the student's diary. All parents need to go through the same carefully.

3. **Punctuality**– See that your child reaches school in time at least 10 min before the scheduled school time. School gates shall close sharp at the scheduled time. Latecomers will be given a note in their school diary. Frequent latecomers shall be dealt as per the norms.

4. **Language**– During the school hours students are expected to converse in English language only.

5. **Tiffin's** –

I. Ensure that your child brings healthy, nutritious and filling food which may include chapatti/puri/parantha (Indian breads), properly wrapped in cotton cloth, with vegetables and salads in his/her Tiffin daily.

II. Aluminium foils are strictly banned.

III. Bringing of Kurkure, Chips or other such junk food is not allowed.

IV. Don't pamper your child everyday by giving him/her money to buy things from shopkeepers or vendors standing outside the school campus.

V. Avoid sending Noodles, Maggi, Biscuits etc.

VI. Students should carry their Tiffin's with them in the morning only. Tiffin's during school hours shall not be accepted.

VII. Appropriately sized water bottles are to be compulsorily brought by students irrespective of the season.

6. **Uniform Rules** – The students should take pride in wearing the school uniform. Please see that your ward comes in neat, tidy, ironed and complete uniform. Students should not wear faded, oversized or small sized uniform. Also, proper model of shoes is to be worn and convenient school-bag is to be brought. **In this regard, use of pitthu bag is not allowed.** Any other shoe model or torn shoes are not permitted. Shoes must be polished and also, they should carry a handkerchief in their pocket. Except in summer season, bow is to be worn compulsorily with the top button of the shirt buttoned up.

7. Uniform Decorum-

- I. Short skirts for girls and narrow bottom trousers for boys are strictly banned. Girls' students will wear skirt 1 inch below the knee.
- II. Boys should have short and decent haircut. The boys wearing short turbans shall ensure that its colour should be as per the trousers and it must be tied around neatly.
- III. Girls with long hair should have two plaits and short hair ones should have two ponies tied with black ribbon.
- IV. All kinds of hair accessories, ornaments (rings, bracelets and watches) are strictly banned. If a child has to wear a bangle as part of their religious norms, ensure that it should not be of any costly metal and is of appropriate thickness. Heavy and costly bangles are strictly prohibited.
- V. Applying of mehndi by the students is not allowed. If applied then your ward(s) would be liable for penalty. No excuse will be entertained and no permission will be granted by school authorities.
- VI. Nails should be properly trimmed.
- VII. Yoga/Aerobics and dance are mandatory activities conducted in the school. During these periods (according to the fixed time table) the girls need to wear black/ dark slacks under their skirts (shorter than skirts). No girl student with slacks longer than the skirt is permitted to attend the class.

8. Leave –

- I. It has been noticed that parents are picking up their wards early for going for marriages, outings etc. Please note that we do not encourage this practice. School shall not entertain half day leave to the students. Duly signed full day leave should be applied to avoid inconvenience. If it is a leave for one day the child shall get it sanctioned from class in charge. For two days or more the parents shall get it sanctioned from the Principal prior in hand. If your ward is not well, kindly do not send your ward to school and immediately inform the school authorities regarding the child's medical absence. The student must on return bring a note written by parent/guardian. In case of longer illness i.e. lasting more than one week the Principal should be informed and Medical certificate should be attached. Kindly discourage long leaves for minor reasons. Absenteeism during scheduled Periodic written tests (Pre-Midterm/Midterm/Post Midterm exams and Final Term exams) as per the academic planner should be strictly avoided. Under no circumstances written test of the students will be taken prior to or after the scheduled day.
 - II. **Only one day leave will be considered by the class teacher if leave is sent through Campus care.** It is observed by the School Management that Parents split the long leaves of the child into daily one day leave and send the leaves through Campus care. **Henceforth, parents will be able to apply for only one leave in a month through campus care.** The second leave in the same month will be automatically rejected as it wouldn't be submitted. Also, under no circumstances the long leaves or medical leave will be considered through Campus care.
 - III. In case a student takes leave on medical ground during the written test, he/she will be marked absent for the same and will be graded according to performance in the remaining exams. In case parents plan a long tour for their family according to the tentative planner of school, they are requested to discuss the same with the school authorities before finalizing it. The school reserves the right to refuse permission for any leave if it is for a prolonged period of time or if it occurs at an inappropriate time of the school year.
9. **Traffic blockage:** Due to heavy rush hour traffic or other unforeseen traffic jams like processions etc. the school van / bus may be delayed. Under such circumstances parents should instruct the van / bus driver to call the school administrative office, and get further instructions or information else the absence of the child from the school will be parents' responsibility. If any important class tests, activity, exam etc. is scheduled for the day; the same will not be adjusted or conducted again. Parents are liable to drop their child to the school for that day on their own accord if van / bus driver deny bringing him / her to school.
10. **Birthday Celebrations** - Students will not be allowed to celebrate their birthday in the school. Classmates in the class will felicitate the birthday student by singing the birthday song for him/her. Casual dress on birthday is allowed from L.KG to V std only that conform to norms of modesty. Distribution of sweets etc. to companions or teachers and giving/accepting gifts is not allowed.

11. **Books, Notebooks & Stationery:** The books, notebooks and stationery list class wise are already available with you. You can purchase the same from any shop of your choice but make sure that your ward carries correct set of books and notebooks from day one of the session beginning. Also note that all the textbooks and the notebooks must be labeled and covered with brown paper only. Child's name, class/section, subject etc. should be written on the cover page and the first page of the books and notebooks. Parents are requested to refrain themselves from sending books and notebooks of their wards during school hours.

12. **Prohibited Stationery/ Articles–**

- I. Expensive stationery (i.e. costly pencils, pens, geometry boxes etc.) is not allowed.
- II. Sharp edged metallic scales and other similar objects are not allowed.
- III. Electronic gadgets i.e. CD, DVD, Mobile, Camera, Pen drive, etc. are not to be brought in school campus.

13. **Recovery of child's lost belongings** – The name, class and section of the student should be clearly marked on all his / her belongings. In case your ward has lost any of his/ her belongings, the parents can inform the class teacher by sending a written note in Almanac or visit in person (if required) and can get the matter resolved. No telephonic information in this regard will be entertained.

14. **Transport and Traffic –**

- I. All our efforts are being put up for the smooth flow of traffic on the school road. Your cooperation for the same will be really appreciated. Kindly follow the given commutation schedule to avoid any inconvenience. Gate No. 1, 2 and 3 to be utilized by the parents to pick or drop their ward(s) and Gate No. 4 and 5 to be utilized by cyclist and children coming and going by school vans / buses. Change in the above schedule (if any) would be notified to you by the school authorities on timely basis. Parents are discouraged to bring four-wheelers to the school to pick or drop their children. Under no circumstances, four-wheelers will be permitted entry beyond the barricades. KG Block students brought on two wheelers are to be dropped near the school's main gate (Gate no. 1).
- II. According to the revised guidelines issued by Hon'ble Supreme Court parents shall:
 - a) Ensure that motor vehicles/rickshaws hired by you are in good condition and not overcrowded.
 - b) An experienced driver with good moral conduct and a registered vehicle shall be engaged. Hire a well-trained lady attendant/ lady guard especially in which the girls are travelling who shall be present in the school van/ bus to ensure safety of the children.
 - c) Even two fire extinguishers (ABC type), GPS and CCTV arrangement in working condition shall also be installed in the school van/ bus.
 - d) Dear parents it is a high time to take proactive remedial measures to ensure the safe transport of your ward but once the school hours are over, the school shall not be held responsible for their ward.
 - e) If for any reason like marriage, outing, sickness or so parents collect their ward from the school and avail half day leave, parents shall make sure that van driver is informed about the same if the child / children has/have commuted to school in the morning to avoid any inconvenience.

III. Mode of Transport of your ward should be intimated to the school authority.

15. **PTM** – Whenever any PTM is scheduled, Parents should attend it sincerely to discuss the performance and progress of the child. Criticism of a teacher of the school in the presence of a child must be scrupulously avoided as it causes student to lose respect for his/her teacher with the consequent failure to learn from his/her respective teacher. This retards your child's overall progress and growth. Parents must ensure that their ward(s) should accompany them during PTM and he/she should be in complete school uniform and are supposed to bring the school Almanac. **During PTM, vehicles shall be parked on a single side to avoid traffic congestion.** Avoid parking them in front of other residents' main gate.

16. **Social Networking** – Discourage your ward(s) from using any kind of social networking apps on your personal mobile(s), laptop, I – pads etc. or so which would expose your ward(s) to the internet world. Do not create any type of ID's or profiles of your ward(s) for the same. This is to ensure the better safety of your ward(s) and school. Encourage your child to play educational indoor and outdoor games instead of using these gadgets and viewing T.V.

17. **Activities–**

- I. **Activity Room:** A well-equipped activity room is operational where group activities are conducted to enhance their innovative virtues and come out with new ideas.

- II. **Outdoor Games:** It is aptly said 'A sound mind lives in a sound body'. So, to ensure a balanced physical and mental growth, outdoor games will be taken up regularly and light physical exercises will be taught.
- III. **Activity Day:** Our school is committed towards inherent potential and talent of each child, to create lifelong learners who will be leaders of tomorrow. We aspire to create global citizens. The school has initiated to enroll for the Saturday Activity based on TEG (Think, Express and Grow) which will provide a platform to all the learners to add different dimension to the curriculum.
18. **Seating arrangement:** Allotting a particular seat to a student is at class teacher's discretion and allotting a particular section is at school authorities' discretion and parents shall not interfere in this regard.
19. **Changes in School records:** Once details of a child like name, date of birth, parent's name, etc. are submitted in the school office, any changes thereafter are highly discouraged. Please do not give any instructions about change in address, telephone number, name etc. through the phone. Telephonically no changes will be entertained. If due to any grave reasons, a change is required, documents/evidence in the form of birth certificate, affidavit, Aadhaar card, passport, new birth certificate with the required changes etc. need to be furnished along with the application requesting for the same.
20. **Accompany the child till school gate only:** Parents are requested **not** to accompany their wards to the classrooms at arrival time. At dispersal time they should collect their wards from the school gate. Parents are requested not to ask their children to come back from school before the school gets over except in case of real necessity for which permission should be obtained previously. It may be noted that the child will not be send home even in an emergency with anyone who might come to pick him/her during school hours without the written request from the parent or guardian. **No child will be allowed to leave the school with the minor, even if the minor has the written permission to pick the child.**
21. **Protocol to visit the school campus:** Parents are reminded that as and when they visit the school campus, they should carry their I.D card and should not find their way directly to any floor/class (especially accessed via the stairs) to meet the teachers in the staff room, any child/children or to locate their ward's belongings on their own accord. **Parents visiting the school for any reason should report at Reception only.** Your presence is strictly forbidden in other areas of school premises without notification. **(to be followed strictly)**
22. **Protocol to meet the teachers during the school hours:** Parents are permitted to meet the class in charge or any subject teacher during school hours only when they have taken written permission from the concerned teacher in written through their ward's almanac. (Kindly refer to the column for the same in your wards almanac). In special cases parents may be allowed to meet the teacher with prior permission from the principal.
23. **Payment of fees – The receipts of all the installments are to be preserved and produced in the office when needed**
 - I. All the parents are to pay the fees of their ward during 5th – 20th of the installment month in the bank.
 - II. If your ward(s) is / are studying in L.KG & U.KG the Account No. 02741000008331 is only applicable for depositing the fees in Punjab & Sind Bank. IFSC CODE: PSIB0000274
 - III. If your ward(s) is / are studying in I - X the Account No. 02741000006961 is only applicable for depositing the fees in Punjab & Sind Bank. IFSC CODE: PSIB0000274
 - IV. Timings to deposit the fee in the bank (including late fees if any).
 - I. Monday to Saturday – 10.15 a.m. to 01:45 p.m.
 - II. 2nd and 4th Saturday the bank will remain closed.
 - V. School fees would not be accepted in the school, but to be deposited in the bank whether it is late fee or the regular one.
 - VI. Parents transferring the school fees using NEFT or RTGS or any other payment mode like Paytm, Phone pay, Google pay or any other UPI option, are to inform the school for the same. (IFSC code: PSIB0000274)
 - VII. Kindly avoid giving school fees to the van drivers. **(to be followed strictly)**
 - VIII. Kindly refer to back page of fees booklet for other details regarding fee payment.
24. **Admission:** If a parent already has a child studying in the school, they should not pressurize the authorities for admission of their other child in this school for at least 3 years.
25. **Issuing of certificates:** If a particular certificate/document is required, an application is to be given and the school authorities shall not be compelled to give those on the same day. Also, the parents shall not demand the certificates as per the format they prefer. The same shall be issued as per the dates given according to the school authorities.

26. **Telephonic calls at the reception:** The school shall not entertain any phone calls once the office hours are over. Any intimation regarding declaration of a holiday etc. will be done through Campus-care facility but as an aware parent do not rely entirely on the same as it is only an electronic facility with certain technological restrictions.
27. **Forbidden activities:** Using camera/mobile/audio-video recorders to capture pictures or any happenings of the school is strictly forbidden. No ammunicions shall be brought in the school campus. To maintain the decorum of the institute, parents / guardians etc. who come to pick / drop the children or for any other purpose shall follow a decent and formal dress code. While entering the details at the school's entrance gate, kindly fill the complete information clearly and abide by the instructions given by the security person on duty.
28. **Timing to meet the Principal: -**
 - I. Summer: 10:00 a.m. to 11:30 a.m. (Monday to Saturday)
 - II. Winter: 11:00 a.m. to 12:30 p.m. (Monday to Saturday)
29. **Office timing: -**
 - I. During summers office timing are 08:00 a.m. – 01:00 p.m. (Monday to Saturday)
 - II. During winters office timings are 09:00 a.m. – 02:00 p.m. (Monday to Saturday)
 - III. On Sundays and Public Holidays, school and school office remain closed.
30. **Contact numbers:** The following phone nos. will be operational during school's office timing, 9780522079, 9257270004 and 6283380308. Parents shall ensure if they call in the school office for any query or so shall not do it at odd times i.e. after school hours.
31. **Good Manners:** Bullying is strictly prohibited inside the school premises and no such act will go unnoticed or unpunished. Using bad language, calling each other with pet names or family names is strictly not allowed. Parents shall ensure the proper guidance and counseling for the same is done at home level also.
32. **School Nurse:** A qualified person has been appointed as in charge of school's sickroom who will ensure that right medical advice and right medication is given to the child who needs the same. If your ward has to administer any medicine during school hours information regarding the same should be sent in written to the class teacher through Almanac else the child will not be permitted to take the medicine. School shall not be held responsible if child takes the medicine on his / her accord without notifying the class teacher or nurse.
33. **Assistance for the child:** If a child faces any problem in the school, he/she is supposed to inform the matter to the class teacher and the Coordinator or the Principal.
34. **Private tuitions:** Kindly discourage your ward from taking private tuitions. For the best results parents must motivate their children to do their homework by themselves. Parents shall establish a proper study area at home to support their child. Homework must be given a priority in the daily schedule.
35. **School bag weight management:** It is a joint responsibility of the parents and the teachers try to reduce the heavy burden of school bags, which most of the students are required to carry to school. Though the school is also trying its best to take all possible measures to reduce the load, there are few suggestions for parents as well:
 - I. Parents to ensure that students carry books only as guided by the class teacher.
 - II. Books should not be covered with heavy plastic sheets.
 - III. Students are to be advised as a part of health education to carry well designed comfortable bags to promote good body posture. **In this regard, piththu bags are not allowed. (to be followed strictly).**

This code of conduct is to be strictly followed by each Xavierite. Stringent action shall be taken against defaulters. The same has been mentioned in the school Almanac also.

"We solicit your kind cooperation and efforts in giving the students a better and comfortable environment in the school. Parents should carry out their responsibilities as educator in instilling in their children respect and strict obedience for all school rules and regulations."

NOTE: Parents are requested to acknowledge this circular by sending a written note in the child's almanac. (Kindly refer to the parents' remark column for the same.)

WISHING GOOD LUCK!!!

Fr. Eulalio Fernandes
(PRINCIPAL)

27/3/24