المدرسة الهندية العامة العليا – راس الخيمة
Indian Public High School, RAK

CIRCULAR NO. IPHS/17-18/005 **2nd April 2017**

SCHOOL:

Vision

To be a pioneer in education to produce students of noble mind.

Mission

To serve as a model, where teaching and learning is innovative and to excel beyond the classroom.

Motto

Wisdom is better than riches.

CLASSES I-XII

Dear Parents,

The academic session 2017 – 2018 began on **Sunday, 2nd April 2017** for classes **KG-2 to X & XII (New admissions classes VI to X & XII)** and for others will begin as per the following schedule.

- **3/4/2017(Monday)- New Admissions Classes I to V**
- **4/4/2017 (Tuesday)- New Admissions of KG-2**
- **5/4/2017 (Wednesday)- KG-1**
- **12/4/2017(Wednesday)- Class XI**

We would like to apprise you by listing a few points below.

1. It is compulsory for all **students to bring the school 'Calendar' every day**. You are requested to read the rules and regulations mentioned in the 'Calendar' and abide by them. **The first page for 'General Information' of the student must be filled.** You are expected **to check the 'Calendar' of your ward everyday** for any note or circular sent by the teachers and also to acknowledge the same.
2. All students must come to school **in proper school uniform.** Uniform must be purchased from the prescribed shop as this maintains the design and specification. No alteration in the design is permitted.
3. **Parents are not allowed to escort their ward inside the school premises**. Please encourage your ward to be independent.

Note: Gate No. 1 is for school transport.
Gate No. 2 should be used to drop and pick your ward.

4. **Punctuality** is of paramount importance in the life of a person. Punctuality as a habit must be inculcated among the students from a very young age. **The school gate shall close at 7.50 am after which the late comers will not be allowed to enter**. The students are therefore **expected to reach school 5 minutes earlier.**
   No telephonic requests with regard to this will be entertained.
5. **A word of caution to the parent:** Please **do not leave your ward outside the school gate once it is closed.** The school authority is not responsible for such cases
6. Please note that **Half Day is not permitted to the students.** Prior approval must be sought in advance if your ward has to be picked up early due to any reason. In case of any emergency the students may be allowed to leave only if the parents themselves come to school to pick up the student. No student will be allowed to leave school with anyone else.
7. The students are dispersed according to the timings given below:
   - **Buses for students of Class I onwards leave - 2.05pm {Sunday-Wednesday} / 2.15 pm {Thursday} [Gate No. 1]**
   - **Own transportation/ students going on foot – Class I onwards - after the buses leave [Gate No. 2]**
     Parents are requested to pick up their wards accordingly.

8. Students using the bus are brought to the assembly area and board the buses as instructed.
9. Students using the school bus will have to travel by the **same bus route number**. No request through 'Calendar'/ letters will be entertained for permission to allow students to go by another bus route or on his/ her own. In case of an emergency the parent must personally come to pick up their ward from the school reception.

   Private transport: Please do not drop/ pick up the students from across the road, and don't allow the students to cross the road or send them back and forth to school. **This is essential for the safety of your ward.**
10. In case of **change of address or telephone number, the school must be informed immediately** through a letter addressed to the class teacher.
11. Students are not to absent themselves without prior sanction. The parents must send an absentee note in the **'Calendar' under the 'Non – Attendance Record' for sanction of leave.** In case of medical leave of 3 days or more, it is mandatory for the student to **submit a medical fitness certificate** on joining back, failing which the student will be sent back home. By doing so, we ensure that the child is medically fit to join the school and also that the student on medical leave, is still not carrying any contagious disease that can spread among other students.
12. If a student is absent for any test he/ she **will not be given another test.** If a student is absent on the day of test due to medical reasons, a written application supported by a medical certificate must be submitted on the same day.
13. **Students are not allowed to bring mobile phones to school.** If any student **is found with a mobile phone in his/ her possession without prior permission,** the mobile phone will be confiscated. We request parents to ensure that their ward abides by school rules.
14. Students are not allowed **to wear any jewellery and are not allowed to use hair colour/gel.** We expect co-operation from all our parents to help us in this regard.
15. Books are our best friends. It is very essential that we inculcate reading habits among the students. You are requested to help us build the class library. It is suggested that you contribute a book towards the class library on the birthday of your ward. These books will be circulated to all students on rotation. Please encourage reading of books and newspaper at home.
16. We have observed that the students, who come to school with empty stomach, often report to the school clinic, complaining of giddiness or headache during assembly. **Kindly ensure children have a nutritious breakfast before coming to school and they also carry snacks with them.**
17. We organise **interactive sessions** with parents of all classes as and when required during an academic year. This exercise is undertaken to familiarize parents with school policies , examinations, attendance. **Attendance to Orientation/Awareness Sessions/ Parent Teacher Meetings/ Open Houses is mandatory for both parents.**

Finally, we would like to seek your cooperation and support to help us in offering students the most congenial environment so that their learning becomes easy, useful and lasting.

We will keep in touch with you throughout the year through the school portal, website, SMS and Calendar.

With Regards

Anubha Nijhawan
Principal.