

CIR/02/2023-24

Date: 22.05.2023

Dear Parent,

Greetings from Tattva School!

Another successful academic year has gone by and it is time to start the new session with a lot of enthusiasm and fervor.

Congratulations on your decision to accept the challenging and exciting task of admitting/continuing your ward in the school. It is with great pleasure and a wonderful sense of anticipation that I extend a warm welcome to you and your ward to the new academic session 2023-2024.

The new academic year brings in the renewed energy and resolve to fulfill all that has been planned for students. There are new goals to identify and dreams to be turned into reality.

We would also like to welcome our new students and their parents with a definite assurance that you will find the school welcoming and warm at heart with an energetic environment, conducive to learning and growth. We provide the highest quality learning experience. With a firm belief that our parents would extend cooperation and support as always to help us build holistic personality of our students,

Here are some important points and we request all our parents to adhere to them.

1) Notebook/textbooks/Student Portfolio:

- All text books and notebooks must be labeled and covered.
- The child's name, class should be written on the cover page and first page and all the books to be submitted to class teacher before 24th May 2023.
- Student portfolios (Bring new ring box file) should be kept in the school. Students should make the dividers ready for their portfolio and submit the same to class teachers by 29th May 2023.
- 5 Passport size uniform photos should be handed over to the class teacher on or before 29th of May 2023.

2) Uniform:

- Children must come to school in proper, neat and clean, pressed uniforms and should not carry expensive stationery/items to school.
- Shoes must be polished and students should carry a handkerchief in their pockets.
- Nails must be properly trimmed and for girls no fancy hair clips/hair bands.

3) School Diary:

- Please fill the Personal record page, Declaration page and sign in the specified area of the diary. This information is vital for the school records.
- The rules and regulations given in the school diary need to be read carefully.
- Teacher's remarks and other details in the diary should be read and signed.

4) Punctuality & Regularity:

- Please send your child to school 5-10 Minutes before school starts and discourage him/her to take leave unless it is very urgent.

5) Birthdays:

Students are wished during the morning assembly. Only one or two Toffees are permitted to be given to classmates (not compulsory). Gift packs or a cake for the students is not permitted

6) Food Habits:

- Students shall bring only nutritious food to school.
- Junk food must be avoided
- Students must always carry a water bottle and a table napkin
- All the articles should be labelled

7) School Communication:

We always strive for excellence, for the same we are setting some guidelines for communication with school. For meeting the Principal, please fix an appointment three days prior

The **Contact Details** for queries under various heads along with the person in charge are as follows:

For any Academic query –

Head Mistress - Ms Shwethashree - hm@tattvaschool.edu.in

Academic Coordinator - Ms Priya Sahu - priya.sahu@tattvaschool.edu.in

HSCP Coordinator - Ms. Priya Sahu hscp.coord@tattvaschool.edu.in

For Transport and fee related query -

Administrator - Mr Jagadeesh- 9743528756 senior.administrator@tattvaschool.edu.in

Accountant - Mr Channakeshva - - 9900288377 accountant@tattvaschool.edu.in

To get in touch with a teacher contact 9900288577 for appointment

Appointment with Principal– receptionist@tattvaschool.edu.in -9900288577

All circulars will be uploaded in the parent app Neverskip. Parents are requested to check the Neverskip app regularly. Communication will be done only through the Neverskip parent app.

To update your phone number in the parent app, please contact

Ms Viji- Admission Manager- 9900461461/9743528756

For admission enquiry – Ms. Suchitra-9148769904/9900461461

8) Transport:

Bus routes and timings are communicated through the Parent App. It has been observed that it takes a few days to streamline the bus time table. Kindly extend your cooperation and bear with us for any unforeseen or temporary delays. Support and cooperation from parents is highly solicited.

Transport Supervisor – Mr. Chethan- 9986725287

We look forward to forming a strong and lasting relationship with you as together we support your children on their life-journey at TATTVA SCHOOL.

I wish your child Happy Schooling!

Regards,

Principal

Tattva School