

March 06, 2025

Dear Parents of Pre Primary,

As we come to the end of the academic year 2024 – 2025 and prepare for the new academic year 2025 – 2026, I wish to bring the following to your attention:

1. The Kindergarten and Preparatory Classes will be relocated to the school campus in the old St Philomena's Primary School along with Classes 1 and 2.
2. On Saturday, March 29, 2025, students of the Kindergarten and Preparatory will come to the old St Philomena Primary School to collect the reports. Students of Kindergarten will come at 09.00 a.m. and students of the Preparatory Class will come at 09.45 a.m. The reports will be distributed to Parents Only.
3. Students must report on time and in full school uniform (proper shoes, haircut, etc.) **The reports of students whose fees have not been paid will be withheld.**
4. The school reopens on April 01, 2025. Students of Kindergarten promoted to Preparatory will report to school at 11.15 a.m. and will go home by 01.45 p.m. Students of Preparatory going to Class 1 will report at 08.00 a.m. and go home by 01.00 p.m. Please note that this timing applies for the month of April only. Attendance is compulsory. Absence, on the first day of school due to unavoidable/unforeseen reasons, should be communicated to the school well in advance. Students will receive their school diaries, timetables and other important instructions, from their respective class teachers, on this day.
5. School Discipline
  - a. School Uniform: You are reminded that black shoes with laces (boys)/with a buckle (girls), white socks, except during the monsoon, and a short simple haircut are a part of the school uniform. Fancy haircuts (fashions), high-heeled shoes (even on birthdays), ornaments, wrist bands, etc. and the application of mehndi are not permitted. Students will not be admitted to class.
  - b. Students are not permitted to leave the school premises during the breaks.
  - c. Respect for School Property: Defacing school walls and furniture will attract a penalty or a fine. Chewing gum is banned on the school premises.
  - d. Leave: All absenteeism must be recorded briefly and accurately in the LEAVE RECORD pages, in the school diary. Leave during the course of the year is discouraged. Except for an illness, if any leave is to be taken for a function, an outing or for serious, personal reasons, it must always be applied for, well in advance. This procedure must be followed even if a student is to be absent for a day or a holiday is to be added to a weekend.

- e. Cleanliness and Care of the Environment and School Diary: We urge you to motivate your child to keep the school environment clean and avoid wastage and misuse of water. The school diary must be kept neat and tidy.
- f. Traffic regulations imposed in the school premises and at the entrance are in the interest of all, especially the students, and must be observed by all vehicle owners. The school premises should NOT be used as a thoroughfare. Parking, especially two-wheelers, is not permitted in front of the school gates. This is dangerous and hampers the smooth flow of traffic.

6. Other Matters

- a. Communication regarding the student's progress, leave and absence etc. will be discussed with the parents only, unless there is a written communication to the school, authorizing a guardian to deal with such matters.
- b. School business, viz. applications for leave, bonafide certificates etc. will not be transacted during the vacations.
- c. Visiting Hours, for the Principal, are from 09.15 a.m. to 10.15 a.m. I would be happy to meet you at other times, by prior appointment, only. The School Office will be open to parents/visitors from 09.00 a.m. to 10.30 a.m. only.
- d. Security: Kindly adhere to the schedule of the Visiting Hours. Unless called to school, parents are not permitted to stay on the premises during the breaks or at any other time. Appointments with teachers must be recorded in the school diary.
- e. Do not purchase any text books, exercise books or other stationery as these will be supplied through the stationer.
- f. You are requested to communicate with your child and other students, in English only, while you are on the school premises. This is in the interest of your child and the school.

7. School Fees: It is mandatory that the fees are paid by the stipulated date. Submit the 'school copy' of the receipt promptly, to the school office and preserve your copy till the end of the academic year.

Br. Dr. Thomas Vaz, S.J.  
Director