



HEBRON

SCHOOL - NEW RANGIA

S H I V M A N D I R

4th April 2022

Circular

Information to the parents of Upper K.G.

1. New academic session will begin on **Monday, 18th April 2022** for class **U.K.G.**
2. School timing for U.K.G students on all days is **8:30am - 12:15pm**. Parents need to be on time during the arrival and departure to drop and take your ward.
3. Bus facility is available for all directions, kindly fix the bus point at the school reception.
4. Parents need to submit the following on **Wednesday, 13th April 2022** to the concerned class teacher: Books, Copies, and a set of civil dress with undergarments, medium size towel and a hand wash with name written on the carry bag.
5. Girls need to wear white cloth hair band compulsorily; girls having long hair should braid their hair in two with white satin ribbon. No fancy white clips are allowed.
6. Boys are not permitted to have any fancy hair styles. Hair should be trimmed short.
7. Kindly read through the guidelines mentioned in the school diary.
8. Books, notebooks will be kept in the school and minimum home assignments will be given.
9. Please write only the name and class of the child on the books and the notebooks with a permanent black marker before covering it with a transparent cover.
10. Please check the school diary everyday as it is the means to communicate with you and ensure the completion of home assignments and sign on the diary daily.
11. **Please respond through the school diary only, parents are not allowed to write any comments on copies or books.**
12. Child should be toilet trained.
13. Nails should be clean and pared.
14. Child can be brought in civil dress for first week in school if uniform is not ready.
15. Shoes should be purchased from outside
16. Child must wear mask, carry a bottle of 100ml sanitizer and be taught Covid Protocols.

17. Uniform and Civil dress

- **Monday and Friday**- Shirt with Tie and Pant/Skirt along with black school shoes and school socks.
- **Tuesday and Thursday**- T-Shirt and Pant/Skirt along with white canvas shoes and school socks.
- **Wednesday**- Civil Dress, Civil Shoes.
- All girl students should wear black shorts (tights) under skirt on all days.
- ID Card is must every day. Once an ID card is made it shouldn't be damaged/broken as it will not be issued again.
- School will also issue a bus card which will be tagged on the school bag of the students. Kindly ensure the bag tag remains at all times on the bag.

18. Kindly make phone calls on school phone no. **0353-2699111** and **9679293719** (For calls and WhatsApp) during school working hours: 8.30am – 4.00pm. In case of any emergencies, call on **9476129611**.

19. Please enter absent remark in leave attendance page in diary.

20. In case a student wants leave for more than two days, kindly submit a written application letter to Principal through the Class teacher.

21. In case of sick leave, kindly attach medical certificate issued by the doctor.

22. For **Birthday Celebration**: cake, colored clothes, soft drinks and distribution of stationeries are not allowed. Only distribution of toffees or chocolates is allowed.

23. Parents kindly ensure that vaccination of your child is done as per the age of the child.

24. Parents are not allowed to discuss the academic progress of the child at bus stops or at dispersal with teachers.

25. In order to meet Class teacher, prior appointment must be taken at the reception.

26. Meeting hours to meet Principal is from 11.00am – 12.00pm from Monday to Saturday, with prior appointment.

27. In case of any suggestions or complaint or feedback kindly mail at principal@hebronschool.info only.

A healthy body leads to a healthy mind and a healthy mind is the most important tool your child can have to study well!

The food menu list mentioned herewith has to be followed strictly throughout the year do not forget to put paper napkins, spoon whenever needed. Please send a handkerchief and a newspaper daily.

FOOD MENU:

Please follow the food menu for your child as it will help the child to have a better time at the school with his/her friends and be healthy.

Fruits (fresh or dry), parathas, puris, roti, bread items, with vegetables, or jam, cheese, mayo, sauce ,egg, khichdi, upma, halwa, dhokala, idli, dosa, kheer, sewai, rice items, sprouts, salad, fresh fruit juices, homemade cake or any home-cooked food.

On Fridays the child can bring any favourite food. Please avoid any junk food.

Name of the child to be written on the water bottle, school bag, tiffin box using a black permanent marker pen.

Special Request: Kindly wait during the departure till your turn arrives to take your child. Be sure that you have your parent ID card during arrival and departure every day.

Kindly follow the copy division mentioned while covering the copies and submit all the copies to the teacher on **13th April 2022.**

- 1. 1 four-line copy – 120 pages: English**
- 2. 1 big square copy – 120 pages: Mathematics**
- 3. 1 single line copy – 120 pages: Hindi/ Bengali**

We hope your ward will have a great time learning in Hebron School. Seeking your kind co-operation towards the welfare of your ward.

Mrs. Arpita Singh

Principal

Mrs. Jemeema Philipose

Executive - Director

Thank you

‘SERVICE THROUGH EXCELLENCE IN HOLISTIC EDUCATION.’