



# INDIAN SCHOOL, RAIGARH

C.B.S.E. Affiliation No. 3330099,

Near SECL Colony, ATTARMUDA, RAIGARH (C.G.)

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No-ISR / 22-23 / 01

Parental Circular  
Circular No – 1

Date-07-03-2022

**“Education is not the learning of facts, but the training of the mind to think.”**

Dear Parents

**Thank you for opting Indian School for your ward. We hope your child’s education will be pleasant over here. We would like to welcome you and your ward in our Indian School family.**

On behalf of the staff at Indian School, I am happy to welcome you to the 2022-23 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child’s education. As partners, we share the responsibility for our children’s success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child’s learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day’s learning experience.
- 2) Completes all homework assignments given by teachers.
- 3) Reads daily to develop a love for reading and to improve literacy skills.
- 4) Shares school experiences with you so that you are aware of his/her school life.
- 5) Informs you if he/she needs additional support in any area or subject.
- 6) Knows that you expect him/her to succeed in school and go on to college.

We are mentioning a set of our school rules so that you and your child can review them together. If you have any questions about the rules and expectations, please feel free to contact the Principal, Coordinators or to discuss them with your child’s teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year.

**1. Result Declaration:** - Result declaration will be on 12/03/2021 from 8:00 AM to 10:00 AM for classes Nursery to Std-IX& XI. It is mandatory to deposit the payable fee up to March 2022, before collecting Report Card.

**2. School and Bus Fee:** -

- i) The total School Fee will be taken in ten monthly installments for facilitating the parents. The class fee details are available in the school website. ([www.indianschoolraigarh.in](http://www.indianschoolraigarh.in))
- ii) The Bus fee for the whole academic year must be paid with the 1<sup>st</sup> installment of the fees. Bus facility will be given as per government instruction and only after filling the new bus form and payment of Bus fee.
- iii) Bring 4 photographs of the child at the time of fee payment to fill a form giving latest information or change of address, mobile/phone numbers etc.
- iv) Fee payment to be done in between the dates 1<sup>st</sup> to 10<sup>th</sup> of each monthly installment. After that late fee of Rs. 10 will be charged per day and no waiver will be entertained.
- v) Fee installments to be paid every month except May and June.
- vi) Fee once paid will neither be refunded nor be adjusted under any circumstances.
- vii) To facilitate Parents, the school has opted cashless transactions; the monthly tuition fee is to be paid through **School website** online or can deposit it to IDBI bank using **Challan** which can be downloaded through website again.

**3. Transfer Certificate:** - Those who want to take Transfer Certificate; they must submit the TC applications (format) on or before 12/03/2022, failing which they have to pay re-admission charge with one month fee. Transfer Certificates will be issued on 1<sup>st</sup> of April timing 03:00 PM to 04:00 PM. **Requisitions for early issue of T.C. will not be entertained in any respect.**

**4. School Timing with effect from 22/03/2021 will be as per government guidelines.**

- a) Classes III to X & XII - 07:25 AM to 01:45 PM
- b) Classes Nursery to Standard II - 08:30 AM to 12:30 PM

**5. School Uniform:** - The students are expected to wear complete school uniform. Relaxation in this regard will not be entertained. Students are ought to wear clean and ironed uniform.

**6. Boys** should have proper haircut and polished shoes as an integral part of uniform. **Girls** should wear two plates in case of long hair with compulsory stockings/leggings.

**a) For Classes Nursery to II**

- i) Monday, Tuesday, Thursday & Friday- Regular school uniform with Velcro black shoes.
- ii) Wednesday and Saturday – House wise sports uniform (Cap mandatory) with Velcro black shoes.

**b) For Classes III to XII**

- i) Monday, Tuesday, Thursday & Friday- Regular school uniform with black sports shoes.
- ii) Wednesday & Saturday- House wise sports uniform (Cap mandatory for classes III to VIII) with black sports shoes.
- iii) Wednesday & Saturday – Grey Track Suit & House T-Shirt with black sports shoes (For Classes IX to XII)
- iv) Except third Saturday all Saturdays will be working days for students of Classes Nursery to XII.

**7. New Implementation**

i) Our School plays a pivotal role by channelizing energy of the students into fruitful direction of personality development through extracurricular activities. To develop the various facets of personality in students new implementation of various activities will be initiated from the new session i.e. March 2022-23 on **Saturdays**. Classes X and XII will have different literary activities on Saturdays. **Special emphasis and individual care will be given for teaching different activities to enrich and encourage their creativity: -**

- a. Music, Dance, Art and Drawing, Sports.
- b. Clay Moulding, Calligraphy, Skating, Yoga.
- c. Emphasis on Reading, Writing, Vocabulary and Spoken Skills.
- d. Poem writing, Article writing, Platform skills,
- e. Preparation for external exams, Competitive exams, and various external competitions and programmes.
- f. Study tours and excursions will be conducted.

**8. Summer Vacation :-**

- i) For Classes Nursery to XII – 01/05/2022 to 15/06/2022 (Subjected to change as per Govt. guidelines). Extra classes for classes IX to XII will be from 01/06/2022 to 15/06/2022. Timing 7:30 am to 11:00 am.
- ii) The school office will be however, remain open throughout the summer vacation, within 08:00 AM to 11:30 AM.
- iii) No extended leave will be entertained after summer vacation.

9. Please send the almanac regularly to the school. It forms an important mode of communication between you and the school. The Annual planner for the session 2022-23 will update you the details of all activities, tests, exams, and holidays. So, kindly go through it regularly and thoroughly and keep sending your comments and suggestion to concerned teacher through written notes.

10. **Books and Notebooks:** -Book list will be given on result day. All books brought to school should be well covered and labelled, as per the daily timetable.

11. **Personal Items:** - Every item i.e., water bottles, lunch boxes, 2 Napkins, Pencil boxes, blazers, caps etc should be labelled with full name and class. The school will not be held responsible for any damages or loss of personal items. Avoid child to wear gold dangling, jewellery & watches. **Carrying mobile phones, pen drives and expensive gadgets to school is strictly prohibited.** All students should wear masks and carry sanitizer with them during regular classes. Keeping in mind the Covid Protocols students are ought to carry the required stationery themselves.

12. **Parents Teachers Meet (PTM):-** The PTM forms an important mode of one to one communication with the teacher concerned and should be taken seriously. You are expected to look forward to this opportunity to get the best of your child and together hand in hand. We can grow your child to his/her potential best. The PTM dates have been mentioned in the yearly planner.

13. **Visiting hours:** - The normal visiting hours for the parents to meet the Principal is 10:00 AM to 12:00 noon on working days.

14. **For New Students:** - It is expected that you have taken due care in submitting the essential documents during the time of admission in the school. However, if any relevant document is still pending, it should be submitted in school office at the earliest otherwise the admission will be considered cancelled.

15. **Bus facility for students will be provided as per the government guidelines.**

Thank you once again parents for helping to make this year at Indian School a memorable one. Your trust and encouragement are our greatest motivation. I wish all our students, parents, staff happy and safe schooling in the new session.

**Principal**

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Web site-[www.indianschoolraigarh.in](http://www.indianschoolraigarh.in)