

Sri Chaitanya Techno School – Namakkal

(The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams)

SCTS/G/03

Date: 08.07.2022

Dear Parents,

“The Best way to predict your Future is to create it.” — Abraham Lincoln

Warm Greetings of the day!!

As we embark on a new and , surely, a more exciting journey at the commencement of the new session 2022-2023, we extend our heartfelt gratitude to the parents for your unstinted support and we welcome our young scholars to a world of fruitful challenges.

For your kind notice,

- ❖ Students should report to the school **on/before 8 45 am** and late reporting shall not be entertained.
- ❖ Students are instructed **to wear a clean mask every day**. Pre-primary and lower primary students can be sent with **two set of spare dresses**.
- ❖ Those who have missed to purchase the textbooks at the stipulated time, are **requested to get their books on 11th July and 12th July** without fail at your convenience between 9am and 1.30pm. Term 1 fee should be paid along with the notebook fee.
- ❖ Intimation regarding pending books would be given later.
- ❖ Kindly adhere to the timing and **slot mentioned for the fee payment**, in order to have a hassle free payment.
- ❖ It's been brought to the notice that few children are finding it difficult to complete their lunch as the quantity is quite high for them. **So, kindly look after the quantity of the snacks and lunch that you send for them.**
- ❖ Send **lunch towel and two spoon** (not compulsory) along with the lunch bag. Students are requested to preferably bring their own lunch, snacks and drinking water. Owing to the grave situation of seasonal flu, the sharing of the same should be avoided which would be taken care at the school end as well.
- ❖ Adhere to **a neat dress code** that would be encouraged for the school environment. Grooming of hair, nails should be done properly.
- ❖ Students are **strictly prohibited** from bringing electrical gadgets, wrist watches, costly items, gold ornaments, sharp items, costly accessories. Students shouldn't carry any medicines to the school and in case of necessity it has to be informed to the class teacher in prior.
- ❖ Children are **not allowed to come by bicycle**. Students going by walk should produce permission letter from their parents to their respective class teacher.
- ❖ **Names of your ward can be written on their belongings** like lunch bags, water bottles, pencil box etc (especially for Pre Primary and Primary), so that it would be easy to hand over in case of missing.
- ❖ Kindly **check your ward's ALMANAC and duly sign it every day**. ALMANAC should be bound neatly and brought to school on every day basis.

- ❖ All the books and notebooks **should be neatly wrapped**, labelled and should be carried according to the timetable.
- ❖ Parents are advised not to send their ward to school **if he/she is suffering from any critical illness**. If the student has any **medical complication that demands close monitoring**, kindly bring to the notice of the class teacher.
- ❖ Students reporting to school after any medication/ with symptoms of any infection / any ailments that demands occasional monitoring can be enrolled with the front desk personally while dropping the child or through the call to the front desk.
- ❖ Children are not allowed to carry money to the school and the school fees has to be paid by the parents and not through children.
- ❖ Pertaining to the security of the students, they will not be allowed to go with friends/ relatives or known people unless and until it has been acknowledged by the parents. The same has to be intimated to the respective class teacher without fail.
- ❖ For the parent pickup, you are requested to take the side Entrance to pick your ward in order to avoid the mess up with the transport students. Anyways morning drop can be done in the front entrance without being a hurdle to the school vans.
- ❖ Parents seeking for bonafide certificates or any other form of requisition from the school end, should give the intimation in the front office two days prior by placing the requisition letter. As it demands careful scrutiny, it wouldn't be provided immediately on demand.
- ❖ Kindly make your queries between 8 45am and 7pm. Please do refrain from placing your queries after 7pm.
- ❖ Working schedule

Grade	Monday to Friday		Saturdays	
	Reporting time	Dispersal time	Reporting time	Dispersal time
Pre-Primary (Pre K, IK1 & IK2)	8.45 am	12.45pm	Holiday	Holiday
Lower Primary (Grade 1 & 2)	8.45 am	3.30 pm	Holiday	Holiday
Upper Primary (Grade 3, 4 & 5)	8.45am	3.30 pm	8.45am	12.45pm
High School (Grade 6 to 8)	8.45 am	5.00 pm	8.45am	3.50pm

We solicit your co-operation with the school in instilling discipline, regularity in your child and helping us to groom the child to be a good citizen of society. Let us make this year a promising one for all!

Regards

Mrs. Subhashini
Principal
SCTS -Namakkal